

EVENT PLANNING CHECKLIST

EVENT:	[Click here and type name]	
DATE:	[Click here and enter date]	
TIME:	[Click here and enter time]	
PLACE:	[Click here and enter where event to take place]	
Funding Source & Account #:	[Click here and enter State/ Foundation account numbers to pay for the event]	
Event Staff Persons:	[Click here and list Event Staff members involved]	
Host:	[Click here and enter info or delete line if unnecessary]	
Target Audience:	[Click here and enter info or delete line if unnecessary]	
NOTIFICATIONS:	Notes or Responsibility:	Due Date:
President: [Enter info or delete line]		
Grand Marshal: [Enter info or delete line]		
Other Marshals: [Enter info or delete line]		
VP's/Others/Platform Party: [Enter info or delete line]		
Press: [Enter info or delete line]		
ORDERS/REQUESTS		
President's remarks: [Enter info or delete line]		
Biography: [Enter info or delete line]		
Caterer/Menu: [Enter info or delete line]		
Flowers: [Enter info or delete line]		
Job Orders: [Enter info or delete line]		
Musicians: [Enter info or delete line]		
Purple & Gold: [Enter info or delete line]		
Staff for registration table(s): [Enter info or delete line]		
Parking – Parking Mgt: [Enter info or delete line]		
Parking – Valet Service: [Enter info or delete line]		
VIP Parking: [Enter info or delete line]		
Shuttle: [Enter info or delete line]		
Photographer: [Enter info or delete line]		
Podium: [Enter info or delete line]		
University Seal: [Enter info or delete line]		
Banners/flags: [Enter info or delete line]		

Runner: [Enter info or delete line]		
Security: [Enter info or delete line]		
Sound System/Stage: [Enter info or delete line]		
Generator: [Enter info or delete line]		
Lighting: [Enter info or delete line]		
Portrait: [Enter info or delete line]		
Mailing Lists: [Enter info or delete line]		
Shells & Envelopes: [Enter info or delete line]		
Thank you notes: [Enter info or delete line]		
RENTALS:		
Decorations: [Enter info or delete line]		
Tent: [Enter info or delete line]		
Tables/Chairs: [Enter info or delete line]		
Pipe & drape: [Enter info or delete line]		
Radios: [Enter info or delete line]		
Coat Racks: [Enter info or delete line]		
OTHER ITEMS:		
Hotel for guest of honor: [Enter info or delete line]		
Coat Check: [Enter info or delete line]		
Gifts/Awards: [Enter info or delete line]		
Invitation list to President for approval: [Enter info or delete line]		
Invitations to Graphics: [Enter info or delete line]		
Invitations to Printer: [Enter info or delete line]		
Invitations Mailed: [Enter info or delete line]		
Name Tags: [Enter info or delete line]		
Attendee list -- Alpha: [Enter info or delete line]		
Attendee list -- by table: [Enter info or delete line]		
Signage: [Enter info or delete line]		
Stanchions: [Enter info or delete line]		
Table Seating Signage: [Enter info or delete line]		
Ribbon (ribbon cuttings): [Enter info or delete line]		
Scissors (ribbon cuttings): [Enter info or delete line]		
Shovels/Hard hats (groundbreakings): [Enter info or delete line]		