

Event Planning Checklist

Name of Event: _____

Day of Week/Date: _____

Time Frame: _____

Target Audience: _____

Fee/Charge (if any): _____

Type of Incentives/Prizes (if any): _____

General Description of Event:

Specifics to be Completed by Advisor:

- Room Reservation
- Catering Information/Request
- Security Notification

Complete the Following Prior to the Event/Include name of person responsible for task

THREE WEEKS PRIOR TO EVENT

- Design/create promotional materials (flyers/posters/table tops) _____
- Distribute promotional material on campus _____
- Produce press releases-send to Office of Public Information (if open to community) _____
- Event on HCC Website/Social Media/Electronic Billboard-Office of Public Information _____
- Mass student email-forward to Heather Barnhart _____
- Promote event on club's Facebook page _____

TWO WEEKS PRIOR TO EVENT

- Follow up on event promotion _____
- Secure prizes _____
- Purchase/decide on decorations _____

- Finalize PA system/AV equipment/music_____
- Turn in all contracts/check requests/POs (if applicable) _____

ONE WEEK PRIOR TO EVENT

- Prepare directional signs (if needed)_____
- Review plans with students/advisor_____
- Verify all of the above items have been completed_____
- Follow-up with volunteers assigned to work event_____

TWO DAYS PRIOR TO EVENT

- Finalize volunteers/event schedule_____
- If collecting fees-obtain money box, tickets/stamps, change_____

DAY OF EVENT

- Set up room/tables_____
- Secure PA system/sound check music_____
- Decorate room_____
- Arrange area to collect fees_____

DURING EVENT

- Volunteers to collect fees_____
- Volunteers to monitor refreshments_____
- Volunteer to emcee, if applicable_____
- Volunteers to monitor trash/assist with general duties_____
- ENJOY!

IMMEDIATELY AFTER EVENT

- Volunteers to clean up area_____
- Volunteers to set area back to original design_____

WITHIN ONE WEEK AFTER EVENT

- Complete evaluation of event (if applicable)_____