

# 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)\_\_\_\_\_