Use this basic checklist to assist your group in planning a successful event. You should plan at least 8 weeks out.

Event Planning Checklist

Name of Event: \_ Date: Time: Location: Event Purpose:

8 WEEKS PRIOR BRAINSTORMING

* Will the event work?
* How many people do you need to make the event happen?
* Does the event serve a need previously not met on campus?
* Do we have the resources to make it happen?

BUDGETING

* See sample budget planning sheet (attached)

4 – 6 WEEKS PRIOR SCHEDULING

Who’s in charge:

* Room reservation
  + What size room do you need?
  + What kind of tech needs do you have?
  + What can you afford?
* Tentatively book a couple of dates
* Call your performer or vendor (if applicable) and schedule the performance date
* Confirm your date
* Schedule a meeting to go over your tech needs and room set-up

ADVERTISING

Who’s in charge:

* Posters
* E-mailing
* Flyers
* Other forms of marketing
* Marketing Timeline

SHOPPING

Who’s in charge:

* Supplies needed for your event:
  + Silverware
  + Plates
  + Napkins
  + Cups
  + Decorations
  + Cashbox
  + Performer specific items/requests
  + Other:
* \_
* \_
* \_

2 WEEKS PRIOR

Who’s in charge:

* Call facilities and make sure all details are secured
* Make sure all permits are completely ready
* Confirm performer’s itinerary
* Assign event shifts: set-up, hosts & break down
* Prepare programs or fliers needed for the event

DAY OF EVENT

Officer in charge:

* Schedule the travel arrangements for your \_

performer (if necessary), including a ride to and from the airport and/or hotel

* Book hotels and/or make dinner reservations for your performer
* Schedule catering/food menu

APPs & PERMITS

Who’s in charge:

* Food Permit
* Outdoor Facilities
* Sanitation Permit
* Sales/fundraising Application
* Pick up performer/vendor and get to performance site
* Compile performer requests in dressing room
* Arrive early for the event for set-up
* Meet vendors at the event and assist with set-up
* Greet guests at the door
* Have fun!
* Clean up, remember that your reservation location may have special clean up regulations

AFTER THE EVENT

Who’s in charge:

* Security Scheduled \_
* Film License

FUNDING

Who’s in charge:

* What measures are you taking to ensure you can pay your performer/vendors up front?
* If you are applying for Student Services Fees, did you get your applications in by the deadline?
* Have you scheduled an appointment to meet with the SSFAC committee?
* Send thank you notes to performers and to volunteers who worked extra hard
* Do a post-event evaluation (see example attached)
* Make sure to pay all bills on time!!

*\*\*Don’t forget to keep a list of the people and the phone numbers that you are contacting throughout your planning. Use the back of this list\*\**