**[Name of Event] Guide & Checklist**

**Event Details**

* Hosts:
* Funded By:
* Date and Time:
* Venue:
* Department:
* Number of People:
* PR & Media: [yes or no]
	+ If yes, what makes this event newsworthy?
* Photography: [yes or no]
	+ If yes, do you have a budget?
* VIPs Attending: [yes or no]
	+ If yes, who are they?

**Event Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| **What?** | **Who is Responsible?** | **Due** **Date** | **Notes** |
| **Planning** |
| Confirm Venue Availability |  |  |  |
| Confirm Date and Time with Relevant People |  |  |  |
| Determine Scope and Purpose of Event |  |  |  |
| **Program** |
| Prepare Background and Talking Points |  |  |  |
| Prepare Draft Run of Show and Send to Relevant People |  |  |  |
| Arrange Employees/Students for Tour Groups |  |  |  |
| Finalize Run of Show |  |  |  |
| **Invitations** |
| Compile Draft Invite List Including VIPs, Politicians, Senior Employees, and Employees Involved in the Project/Program |  |  |  |
| Submit Relevant Invitation List to Relevant People for Review |  |  |  |
| Draft Invitation |  |  |  |
| Send Invitations Out |  |  |  |
| Provide Update on RSVPs |  |  |  |
| Provide Final Guest List to Relevant People |  |  |  |
| Create Registration List of Guests |  |  |  |
| Prepare Name Badges (If Required) |  |  |  |
| **Marketing, Media, & PR** |
| Schedule Appointment with Marketing Department to Discuss Event Requirements |  |  |  |
| Determine if Special Collateral Required |  |  |  |
| Prepare Media Alert (If Required)  |  |  |  |
| Send Media Alert to Relevant Outlets |  |  |  |
| Book Photographer (If Required) |  |  |  |
| Create Registration List of Media Attending |  |  |  |
| **Facility and IT Requirements** |
| Submit Venue Request Form |  |  |  |
| Request Any Additional Equipment Needed (chairs, tables, podium, etc.) |  |  |  |
| Request Needed A/V |  |  |  |
| Ensure Grounds, Pathways, and Garden Beds are Tidy |  |  |  |
| Ensure Bathrooms are Clean and Stocked with Necessary Products |  |  |  |
| Ensure Rooms, Halls, and Floors are Clean |  |  |  |
| Dust A/V Equipment |  |  |  |
| Test A/V Equipment |  |  |  |
| Arrange Post-Event Clean-up |  |  |  |
| **Day of Event Staffing Requirements** |
| Set-up Any Collateral, Signage, and/or Banners |  |  |  |
| Set-up Equipment |  |  |  |
| Set-up A/V |  |  |  |
| Set-up and Staff Registration Table |  |  |  |
| Greet Arriving Guests |  |  |  |
| Reserve Parking Spaces |  |  |  |
| **Additional Considerations** |
| **Security** |
| Review Event for Security Risks |  |  |  |
| Contract Security Professionals if Necessary |  |  |  |
| **Catering** |
| Submit Entertainment Request Form |  |  |  |
| Arrange Quotes from Caterers |  |  |  |
| Provide Caterer with Final Guest Numbers |  |  |  |
| Confirm Run of Show and Food & Beverage (F&B) Service Times with Caterer |  |  |  |
| **Favors** |
| Submit Entertainment Request Form |  |  |  |
| Arrange Quotes for Favors |  |  |  |
| Package Favors if Necessary |  |  |  |

**Relevant Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Company** | **Title** | **Phone** | **Email** |
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