

Event Planning Checklist

Event Name: _____

Date: _____

Once Date is Set

	Determine Time	
	Determine event concept, theme, etc.	
	Establish budget	
	Send a save the date announcement	
	Outline logistics: rentals, furniture, parking security, housekeeping	
	Put on VIP calendars: University, Involvement Center, office calendar	
	Prepare baseline project	
	Meet with necessary VIPs	
	Other:	

2 or More Months Out:

	Set menu, decorations, musicians and AV needs - book all vendors and services	
	Performer needs: microphone, podium, stage, props	
	Design invitations or announcement	
	Invitation list	
	Ticket sales process or RSVP database	
	Directional signage	
	Draft a production schedule	
	Write scripts; include introductions of VIPs	
	Establish a publicity game plan	
	Decorations/theme development	
	Entertainment	
	Rain plan	
	Sponsorship	
	Ticketing/registration	
	Track expenses and update budget	
	Other:	

Four Weeks Out:

	Photographer	
	Mail invitations	
	Track ticket sales/RSVPs	
	Walk through every step of the event including the venue	
	Three Weeks Out:	
	Schedule briefings with VIPs	
	Call all vendors to confirm	
	Solicit volunteers	
	Walk through every step of the event	

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