

# EVENT PLANNING GUIDE/CHECKLIST

## OVERALL

- ✓ Determine concept/theme for event
- ✓ Designate a coordinator
- ✓ Create committees to share in the work of planning and implementing the event.  
Suggested committees include:
  - Publicity
  - Food
  - Setup
  - Entertainment and activities
  - Cleanup
- ✓ Evaluate goals and expected outcomes
- ✓ Determine rules and regulations for event in the accordance with the appropriate city and state rules and regulations
- ✓ Collect appropriate permits
- ✓ Designate a day and time
- ✓ Anticipate attendance – does the space have room for activities and participants?
- ✓ Secure site
- ✓ Check for potential conflicts with other events
- ✓ Confirm date with key participants
- ✓ Set rain date if applicable
- ✓ Anticipate alternate location, set-up and transportation
- ✓ Put everything in writing: contracts, booth agreements, supplier agreements, etc.

## FINANCE CHECK LIST

- ✓ Identify resources and develop budget
- ✓ Inventory equipment needs
- ✓ Determine sponsorship opportunities
- ✓ Identify in-kind services
- ✓ Arrange payment and billing procedures
- ✓ Determine event insurance needs

## LOGISTICS

- ✓ Site plan
- ✓ Accessibility plan
- ✓ Portable restroom facilities (150 guests per portable unit)
- ✓ Parking and transportation plan
  - Public
  - Vendors
  - VIP
  - Staff / volunteers
  - Valet
  - Performers
  - Bicycle
  - Other
- ✓ Determine needs
  - Rental equipment:

# Event Planning Guide

**Michael Hoelscher**



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