

Student Club Event Planning Checklist

Six Weeks to a Month Ahead		Date	Person(s) Responsible
<input type="checkbox"/>	Determine purpose and event plan		
<input type="checkbox"/>	Develop budget and marketing strategy		
<input type="checkbox"/>	Determine volunteer needs		
<input type="checkbox"/>	Timeline created		
<input type="checkbox"/>	Request room reservation		
<input type="checkbox"/>			
Three Weeks in Advance		Date	Person(s) Responsible
<input type="checkbox"/>	Turn in any contract information		
<input type="checkbox"/>	Turn in publicity requests		
<input type="checkbox"/>	Process requisition requests for payment		
<input type="checkbox"/>	Request photo shoot needs		
<input type="checkbox"/>	Place catering requests		
<input type="checkbox"/>			
One Week in Advance		Date	Person(s) Responsible
<input type="checkbox"/>	Finalize your agenda or program		
<input type="checkbox"/>	Give and confirm final staff assignments		
<input type="checkbox"/>	Create signage		
<input type="checkbox"/>	Check on final payment arrangements		
<input type="checkbox"/>			
Day of Event		Date	Person(s) Responsible
<input type="checkbox"/>	Check room to make sure that all equipment and arrangements are in place		
<input type="checkbox"/>	Post directional signs as needed		
<input type="checkbox"/>	Check on food and entertainer's special needs		
<input type="checkbox"/>	Check that greeters are in place with pens, comment cards, etc.		
<input type="checkbox"/>	Secure any payments due that day		
<input type="checkbox"/>	Check that photography is in place		
<input type="checkbox"/>	Check all decorations are in order		
<input type="checkbox"/>			
After Event		Date	Person(s) Responsible
<input type="checkbox"/>	Remind participants to fill out comment cards		
<input type="checkbox"/>	Secure all pens, materials and monies		
<input type="checkbox"/>	Deposit monies as soon as possible		
<input type="checkbox"/>	Check and remove any garbage		
<input type="checkbox"/>			
One to Two Weeks After		Date	Person(s) Responsible
<input type="checkbox"/>	Send "Thank You" notes		
<input type="checkbox"/>	Have a meeting to review the event for improvements in the future - debriefing		

Event Planning Guide Checklist

Michele Chapman



Event Planning Guide Checklist:

Event Planning Guide Checklist Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the power of words has be much more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Event Planning Guide Checklist**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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