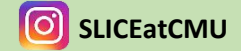




Planning Your Event: Checklist



| | Task to Be Completed | Due Date | Assigned To | Date Completed |
|---------------------|----------------------------|----------|-------------|----------------|
| Event Basics | Event Title | | | |
| | Event Date | | | |
| | Event Purpose/Objective | | | |
| | Location | | | |
| | Rain Location | | | |
| | Total Budget | | | |
| | Anticipated Attendance | | | |
| | Guest List | | | |
| | Sponsoring Organization(s) | | | |
| | Event Lead | | | |
| | Phone Number | | | |
| | Email | | | |

| | Task to Be Completed | Due Date | Assigned To | Date Completed |
|--------------|----------------------------------|----------|-------------|----------------|
| Venue | Room Reservation | | | |
| | Rain Location Reservation | | | |
| | Space Layout | | | |
| | Equipment Rental | | | |
| | Tables | | | |
| | Chairs | | | |
| | Stage | | | |
| | Podium | | | |
| | Sign Stands | | | |
| | Stanchions | | | |
| | Pipe & Drape | | | |
| | Coat Rack/Room | | | |

| | | | | |
|--------------|------------------------|--|--|--|
| Venue | Trash Cans | | | |
| | Recycling/Compost Bins | | | |
| | Tents | | | |
| | Portable Toilets | | | |
| | Signage | | | |
| | Flip Chart(s) | | | |

| Task to Be Completed | | Due Date | Assigned To | Date Completed |
|-----------------------------|--|-----------------|--------------------|-----------------------|
|-----------------------------|--|-----------------|--------------------|-----------------------|

| | | | | |
|-------------------|---|--|--|--|
| Multimedia | Order A/V Equipment (if not included in room reservation) | | | |
| | Speakers | | | |
| | Microphones | | | |
| | Lighting | | | |
| | Projector/Screen | | | |
| | DVD Player/CD Player/Aux Cables/Laptop | | | |
| | Band Equipment (if needed) | | | |
| | Connect with ABTech (if needed) | | | |
| | Hire Photographer (or touch base with Marketing & Communications) | | | |
| | Hire Videographer (or touch base with Marketing & Communications) | | | |

| Task to Be Completed | | Due Date | Assigned To | Date Completed |
|-----------------------------|--|-----------------|--------------------|-----------------------|
|-----------------------------|--|-----------------|--------------------|-----------------------|

| | | | | |
|--------------------|--|--|--|--|
| Food/Drinks | Catering/Food Order | | | |
| | Refreshments | | | |
| | Utensils/Paper Products | | | |
| | Consider Compostable! | | | |
| | Servingware | | | |
| | Food Tables/Tableclothes | | | |
| | CUC Food Safety Quiz | | | |
| | Social Host Form for Events with Alcohol | | | |

| | Task to Be Completed | Due Date | Assigned To | Date Completed |
|--------------------|--|----------|-------------|----------------|
| Decorations | Determine Event Decorative Theme | | | |
| | Purchase Decorations | | | |
| | Balloons | | | |
| | Tableclothes | | | |
| | Centerpieces | | | |
| | Banners | | | |
| | Other | | | |
| | Make Decorations Map/Layout | | | |
| | Seek Volunteers for Setting Up Decorations | | | |

| | Task to Be Completed | Due Date | Assigned To | Date Completed |
|------------------------------------|---|----------|-------------|----------------|
| Marketing & Advertising | Advertising Timeline | | | |
| | Graphic Designer Needs | | | |
| | Bridge Event | | | |
| | TartanConnect Event | | | |
| | Posters/Flyers | | | |
| | Office of Residential Education and Fraternity/Sorority Life: 138 | | | |
| | Poster Route: 55 | | | |
| | Cohon Center Info Desk: 3 | | | |
| | Doherty Poster/Banner | | | |
| | Stake Signs | | | |
| | Stake Sign Application | | | |
| | Chalking | | | |
| | Only horizontal surfaces not covered and can easily be washed off by rain | | | |
| | The Tartan Ad | | | |
| | WRCT Ad | | | |
| | Connect with Other Student Organizations | | | |
| | Announce@andrew.cmu.edu | | | |
| 8.5x11 News | | | | |

| | | | | |
|------------------------------------|---|-----------------|--------------------|-----------------------|
| Marketing & Advertising | CMU Online Event Calendar/News Feed | | | |
| | Table Tents | | | |
| | Work with Cohon Center Staff to Place Around Building | | | |
| | Social Media (Facebook, Twitter, Instagram, Snapchat, etc.) | | | |
| | Snapchat Geofilter | | | |
| | Email Listservs | | | |
| | Word of Mouth Campaign | | | |
| | Guerrilla Marketing Tactics | | | |
| | Event Website/App | | | |
| | Save the Date Announcements | | | |
| | Tabling Inside/Outside the Cohon Center | | | |
| | Tabling Doc for Shifts | | | |
| | Signage | | | |
| | Directional Signage | | | |
| | Day of Signage | | | |
| Invitations | | | | |
| Task to Be Completed | | Due Date | Assigned To | Date Completed |
| Printing | Donation Letters | | | |
| | Advertisements | | | |
| | Posters/Flyers | | | |
| | Table Tents | | | |
| | Doherty Poster/Banner | | | |
| | Stake Signs | | | |
| | Save the Date Announcements | | | |
| | Invitations | | | |
| | Programs | | | |
| | Promotional Give-Aways | | | |
| | Tickets | | | |
| | Directional Signage | | | |

| | | | | |
|----------------|----------------|--|--|--|
| Printin | Day of Signage | | | |
| | Nametags | | | |
| | Placecards | | | |

| | Task to Be Completed | Due Date | Assigned To | Date Completed |
|--|----------------------|----------|-------------|----------------|
|--|----------------------|----------|-------------|----------------|

| | | | | |
|--------------------------|--|--|--|--|
| Speaker/Performer | Contract | | | |
| | Please work with the SLICE Office through this process | | | |
| | Supplier Forms | | | |
| | Lodging | | | |
| | Transportation | | | |
| | Parking | | | |
| | Campus Escort | | | |
| | Green Room Reservation | | | |
| | Hospitality | | | |
| | Payment/Reimbursement | | | |
| | Thank You Card/Gift/Honorarium | | | |
| | Script for Introduction | | | |

| | Task to Be Completed | Due Date | Assigned To | Date Completed |
|--|----------------------|----------|-------------|----------------|
|--|----------------------|----------|-------------|----------------|

| | | | | |
|--------------------------|---|--|--|--|
| Disability Access | Accessible Location | | | |
| | Connect with the Office of Disability Resources | | | |
| | Special Transportation | | | |
| | Wheelchair Access | | | |
| | Special Seating Section | | | |
| | Sign Language Interpreter | | | |
| | Video Subtitles | | | |
| | Accommodation Statement on Advertisements | | | |

| | Task to Be Completed | Due Date | Assigned To | Date Completed |
|--|----------------------|----------|-------------|----------------|
|--|----------------------|----------|-------------|----------------|

Miscellaneous

| | | | |
|--|--|--|--|
| Research Past Events to Benchmark | | | |
| Reach Out to Ideal Cosponsors | | | |
| Develop Meeting Timeline | | | |
| Book Security/EMS | | | |
| Schedule Volunteers | | | |
| Confirm Times with all Vendors Two Days Before Event | | | |
| Evaluate Event | | | |
| Review/Update Final Budget | | | |
| Submit Payment Documents to SLICE | | | |
| Submit Reimbursements to SLICE | | | |
| Look for Additional Funding (if needed) | | | |
| Talk to SLICE about additional funding options | | | |
| Send Thank You Cards/Emails | | | |
| Reserve Cash Box | | | |
| At Least a Week Before | | | |
| Reserve Credit Card Terminal | | | |
| At Least a Week Before | | | |
| Online Ticketing Request (Dues, Ticket Sales, T-Shirt Sales, etc.) | | | |
| At Least a Week Before | | | |
| Obtain Special Permits/Licenses | | | |