



Event Planning Checklist



Task to Be Completed		Due Date	Assigned To	Date Completed
Event Basics	Event Title			
	Event Date			
	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)			

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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
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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			
	Facebook Event			
	Posters/Flyers			
	Student Life: 100			
	Greek Life: 17			
	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				

Marketing & Advertising	8.5x11 News			
	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			

Printing	Directional Signage			
	Day of Signage			
	Nametags			
	Placecards			

	Task to Be Completed	Due Date	Assigned To	Date Completed
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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
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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 Speical Permits/Licenses				

