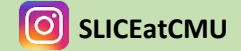




# Event Planning Checklist



	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	<a href="#">Room Reservation</a>			
	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)			
	<a href="#">Connect with ABTech (if needed)</a>			
	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			
	<a href="#">CUC Food Safety Quiz</a>			
	<a href="#">Social Host Form for Events with Alcohol</a>			

	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			
	<a href="#">Doherty Poster/Banner</a>			
	Stake Signs			
	<a href="#">Stake Sign Application</a>			
	Chalking			
	<a href="#">Only horizontal surfaces not covered and can easily be washed off by rain</a>			
	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			
	<a href="#">Guerrilla Marketing Tactics</a>			
	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			

<b>Printin</b>	Day of Signage			
	Nametags			
	Placecards			

	Task to Be Completed	Due Date	Assigned To	Date Completed
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<b>Speaker/Performer</b>	Contract			
	Please work with the SLICE Office through this process			
	Supplier Forms			
	Lodging			
	Transportation			
	Parking			
	Campus Escort			
	Green Room Reservation			
	Hospitatlity			
	Payment/Reimbursement			
	Thank You Card/Gift/Honorarium			
	Script for Introduction			

	Task to Be Completed	Due Date	Assigned To	Date Completed
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<b>Disability Access</b>	Accessible Location			
	<a href="#">Connect with the Office of Disability Resources</a>			
	Special Transportation			
	Wheelchair Access			
	Special Seating Section			
	Sign Language Interperter			
	Video Subtitles			
	Accomodation Statement on Advertisements			

Task to Be Completed	Due Date	Assigned To	Date Completed
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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			
	<a href="#">Reserve Cash Box</a>			
	At Least a Week Before			
	<a href="#">Reserve Credit Card Terminal</a>			
	At Least a Week Before			
	<a href="#">Online Ticketing Request (Dues, Ticket Sales, T-Shirt Sales, etc.)</a>			
	At Least a Week Before			
	Obtain Special Permits/Licenses			