Event Checklist

How to use this template: It’s quite simple. Customize the template’s header for your event. Add each specific task associated with the three event planning areas – Before, During, and After. Some examples are listed to help you get started. Revise these as needed.

## Event Name:

## Host Name:

## Date:

## Time

Terms defined: **Lead** is the team leader unless otherwise noted. **Name** is the person completing the task, such as a team member or volunteer. Contact this person if you have questions or contact the leader if the team member or volunteer cannot be reached.

|  |  |  |  |
| --- | --- | --- | --- |
| **BEFORE (24 hours prior)** | **Lead** | **Name** | **Complete** |
| Confirm a setup team has been established |  |  |  |
| Confirm with venue when setup team will arrive |  |  |  |
| Get name tags/print name tags |  |  |  |
| Work with venue on providing Audio/Video support |  |  |  |
| Establish who will be checking people in (x 2) |  |  |  |
| Confirm with auctioneer/speaker(s) when they will arrive |  |  |  |
| Establish who will help set the room, bar, and food areas |  |  |  |
| Establish floaters to help fill gap areas (x 2 event team) |  |  |  |
| Check electronic equipment is functional |  |  |  |
| Pay staff/venue/related bills |  |  |  |
| **DURING** |  |  |  |
| Sound and video check |  |  |  |
| Special decoration check |  |  |  |
| Food and beverages |  |  |  |
| Check-in table (x 2) |  |  |  |
| Provide intro to event |  |  |  |
| Mingle with the attendees |  |  |  |
| Take photos / video |  |  |  |
| Set up decorations |  |  |  |
| For auctions, accept payments |  |  |  |
| **AFTER** |  |  |  |
| Area cleaned up before departure |  |  |  |
| All electronics/chargers returned |  |  |  |
| Collect attendee evaluations (Web survey) |  |  |  |
| Compile data from the event |  |  |  |
| Write thank you notes for attendees |  |  |  |
| Debrief meeting / Evaluate effectiveness of the event  |  |  |  |
| Track revenue |  |  |  |

#

# Panelists or Special Guests

Registration link:

Special promo link:

# Venue Address:

# Rough Schedule

* 5:30 pm Setup team arrives
* 5:50 pm Registration area open
* 6:00 pm Doors open
* 6:00-6:30 pm Open/networking
* 6:30-7:45 pm Panel discussion and Q&A
* 7:45 pm Networking
* 7:45 pm Clean up area

# Press List

Please direct press to **XYZ**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Publication** | **Contact** | **Link?** |
|  |  |  |  |
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|  |  |  |  |

# VIPs

Please direct VIPs to **XYZ**. These guests are VIPs because: (donors, alumni, guest speaker, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Contact** | **Notes** |
|  |  |  |  |
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