

Event Planning Checklist

Event Name: _____

Date: _____

Once Date is Set

Determine Time	
Determine event concept, theme, etc.	
Establish budget	
Send a save the date announcement	
Outline logistics: rentals, furniture, parking security, housekeeping	
Put on VIP calendars: University, Involvement Center, office calendar	
Prepare baseline project	
Meet with necessary VIPs	
Other:	

2 or More Months Out:

Set menu, decorations, musicians and AV needs - book all vendors and services	
Performer needs: microphone, podium, stage, props	
Design invitations or announcement	
Invitation list	
Ticket sales process or RSVP database	
Directional signage	
Draft a production schedule	
Write scripts; include introductions of VIPs	
Establish a publicity game plan	
Decorations/theme development	
Entertainment	
Rain plan	
Sponsorship	
Ticketing/registration	
Track expenses and update budget	
Other:	

Four Weeks Out:

Photographer	
Mail invitations	
Track ticket sales/RSVPs	
Walk through every step of the event including the venue	
Three Weeks Out:	
Schedule briefings with VIPs	
Call all vendors to confirm	
Solicit volunteers	
Walk through every step of the event	

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Robert R. Redfield



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