

Event Planning Checklist

Event Name: _____

Date: _____

Once Date is Set

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

2 or More Months Out:

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

Four Weeks Out:

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

Event Checklist Template Excel

IM Harris



Event Checklist Template Excel:

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semi-infinite element with a circular hole near the edge (Mindlin 1948; Udoguti 1947; Isida ... Table A-15 Charts of Theoretical Stress-Concentration ... by A Figure · Cited by 4 — Source: R. E. Peterson, Stress-. Concentration Factors, Wiley,. New York, 1974, pp. 146, 235. The nominal bending stress is $\sigma_0 = M/Z_{net}$ where Z_{net} is a reduced. Peterson's Stress Concentration Factors, Third Edition Dec 13, 2023 — Peterson's Stress Concentration Factors establishes and maintains a system of data classification for all of the applications of stress and ...