

Event Planning Checklist

Use this basic checklist to assist your group in planning a successful event. Remember, we may not have all of the specifics that your event requires on this sheet, so brainstorm prior to starting your event planning to make sure everything gets covered!

Name of Event: _____

Date: _____

Time: _____

Location: _____

Event Purpose: _____

BRAINSTORMING

- Will the event work?
- How many people do you need to make the event happen?
- Does the event serve a need previously not met?
- Do we have the resources to make it happen?

FORMS

- Trip Request
- Facility Request
- Bulletin Announcement Request
- Video Announcement
- Any Forms for where we are going.

BUDGETING

- See sample budget planning sheet (attached)

ADVERTISING

Point Person in charge: _____

- Postering
- E-mailing
- Chalking
- Other forms of marketing

SHOPPING

Point Person in charge: _____

- Supplies needed for your event:
 - Silverware
 - Plates
 - Napkins
 - Cups
 - Decorations
 - Cashbox
 - Performer specific items/requests
 - Other:
 - _____
 - _____
 - _____

WEEK PRIOR

Point Person in charge: _____

- Call reservations and/or make sure all details are secured
- Assign event shifts for group volunteers (set-up, during, take down), if applicable.

- Check status of point persons in charge.

DAY OF EVENT

Point Person in charge: _____

- Arrive early for the event for set-up
- Meet point persons in charge at the event and assist with set-up
- Greet guests at the door
- Have fun!
- Clean up, remember that your reservations location may have special clean up regulations

AFTER THE EVENT

Point Person in charge: _____

- Send thank you notes to volunteers who worked extra hard
- Do a post-event evaluation (see example attached)
- Make sure to pay all bills and turn in all paperwork on time!!

Don't forget to keep a list of the people and the phone numbers that you are contacting throughout your planning. We suggest collecting them on the back of this list

BUDGET PLANNING WORKSHEET

Here is a sample worksheet to set your project budget.

If your totals do not match, you may need to adjust your program accordingly.

ANTICIPATED EXPENSES

Facilities \$ _____
Food _____
Lodging _____
Publicity _____
Speaker Fees _____
Supplies _____
Technical Support _____
Travel _____
Security _____
Films License or Permits _____
Registration fees _____
Other _____
***TOTAL \$** _____

ANTICIPATED INCOME

Admission Fees \$ _____
Co-Sponsors (please list below) _____
Anticipated donations _____

Name of Donator Amount Requested Amount Awarded

Name of Donator Amount Requested Amount Awarded

Name of Donator Amount Requested Amount Awarded

Name of Donator Amount Requested Amount Awarded

Other Income _____

***TOTAL \$** _____

POST-EVENT EVALUATION

1. Did we meet our goals/objectives with this event?
2. Did we meet our budgetary goals?
3. Did we have enough volunteers for the event?
4. What could we have done differently to make the event better/more productive?
5. Did we have enough advertising/PR for the event? How could we have made this better?
6. Did we execute the program in a professional manner?
7. Did we face any group conflict with this program? What was it? How was it resolved? What could we have done differently?
8. Was it worth the time and effort for the event? Why?
9. Would we execute a similar program in the future? What changes would we make?
10. How does this program allow us to grow as a group, student leaders, and leaders?