

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 on campus?
- Do we have the resources to make it happen?

SCHEDULING

Club officer in charge: _____

- Talk with the appropriate room reservation office
 - What size room do you need?
 - What kind of tech needs do you have?

PERMITS (determine if you need any permits for your event)

Club officer in charge: _____

ADVERTISING

Club officer in charge: _____

- Posters
- E-mail Lists
- Website Announcements
- Social Media
- Other forms of marketing

SHOPPING

Club officer in charge: _____

- Supplies needed for your event:
 - Plates
 - Napkins
 - Cups
 - Decorations
 - Cashbox
 - Other:

WEEK PRIOR

Officer in charge: _____

- Make sure all details are secured
- Make sure permits have been granted
- Assign event shifts for group volunteers (set-up, during, take down)

DAY OF EVENT

Officer in charge: _____

- Arrive early for the event for set-up
- Meet vendors at the event and assist with set-up
- Greet guests at the door
- Have fun!

Remember to clean up after your event.

AFTER THE EVENT

Officer in charge: _____

- Send thank you notes to performers/speakers and to volunteers who worked extra hard
- Do a post-event evaluation (see example attached)

**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**

POST-EVENT EVALUATION

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