

Checklist For Event Planning

Identify the tasks that need to be completed and delegate them. Set a completion date for each task. Circle the items that are relevant to your program. All items are not needed for every program. Please feel free to print this page and use it as often as needed.

BEFORE THE EVENT:

The budget:

Prepare proposed budget

Identify funding sources

Completion date

Assigned to

Date completed

General:

Check the university calendar

Reserve facility

Prepare and sign contracts

Reserve equipment

Coordinate room setup

Arrange for security

Arrange for disability accommodations

Completion date

Assigned to

Date completed

Comply with Cornell policies :

Sales

Fund-raising

Use of CU logo

Noise

Bonfire

Event Registration Form/UUP

Completion date

Assigned to

Date completed

Decorations Committee:

Decide on the theme

Design

Purchase Materials

Construct

Completion date

Assigned to

Date completed

Entertainment Committee:

Contract performer(s)

Process payment(s)

Completion date

Assigned to

Date completed

Promotion Committee:

Develop strategy and schedule

Design posters

Write and distribute press releases

Write and submit newspaper ads

Write and submit radio/TV ads

Completion date

Assigned to

Date completed

Catering Committee:

Set menu

Choose caterer

Completion date

Assigned to

Date completed

Production Committee:

Arrange for equipment

Arrange for transportation

Arrange for lodging

Arrange for meals

Completion date

Assigned to

Date completed

Tickets Committee:

- Determine seating arrangement
- Order tickets
- Determine sales locations
- Notify ticket office
- Schedule ushers
- Secure cash box

Completion date

Assigned to

Date completed

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Committees:

Completion date

Assigned to

Date completed

_____	_____	_____
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**SEVERAL DAYS PRIOR TO EVENT,
CONFIRM:**

- Facility rental and setup
- Equipment use and setup
- Security
- Caterer
- Transportation/lodging
- Ticket sales
- Ushers
- Decorations
- Final wave of promotion
- Payment for services

Completion date

Assigned to

Date completed

_____	_____	_____
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ON THE DAY OF THE EVENT:

- Check setup
- Get cash box
- Transport guests
- Have Fun!!

Completion date

Assigned to

Date completed

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AFTER THE EVENT:

- Clean up
- Send thank-you notes
- Make sure all payments are made
- Complete evaluation for files

Completion date

Assigned to

Date completed

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____