

# EVENT PLANNING CHECKLIST

---

## DEFINE THE PURPOSE OF THE EVENT

- Brainstorm Ideas
- Theme
- Message (Fundraiser, entertainment/fun, educational)

## CONTENT TO MATCH PURPOSE

- Speaker
- Band/ Musical Performance
- Homegrown Activity
- Off-campus Vendor

## SET BUDGET

- Costs
  - Revenue
  - Donations
- 

## SET DEADLINES FOR

- Entertainment
- Materials needed
- Publicity
- Human Resources

## SET LOCATION

- Contact location manager regarding facility needs
  - What is available?
  - Rental fees
  - Entertainment to match facility
  - Rain location
- 

## HUMAN RESOURCES

- Public Safety- BYOB events
- Physical Plant- Tables, chairs, Trash cans
- OMT- sound/ AV
- Hotel accommodations
- Catering/ Food
- Volunteers
- Environmental/ Safety Concerns
- Sustainability Concerns
- Marketing and Communication/
- Design and marketing assistance

## IDT/ PERMITS

- Public Safety- IDT
  - Physical Plant- IDT
  - OMT-IDT
  - Catering-IDT
  - Copy Center-IDT
  - Bookstore- IDT
  - Off-campus vendor- Permit
  - Street Closure Form- IDT and Permit
  - Certificate of Insurance/ License
  - Travel waivers
- 

## PUBLICITY

- Your target audience
- Locations
- Cost
- Restrictions
- Resources
- Marketing plan

## TRANSPORTATION

- Talent
- Parking
- Rentals
- Off-campus venue

## WEEK OF

- Confirm Human Resources
  - Confirm entertainment
  - Set schedules
  - Confirm location
  - Last minute publicity
-