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