



Event Title:		
Date(s):	Start Time:	End Time:
Location: <input type="radio"/> BHH, Room:	<input type="radio"/> CSC, Room:	Outside:
Event Lead:		Phone:
Event Details: Expected Attendance:	Budgeted Item: <input type="radio"/> Yes <input type="radio"/> No	Cost Ctr:

OPTIONAL FORM TO USE IN EVENT PLANNING

Task	Target Date	Lead	Expenses	Notes	Date Complete
Site Planning					
Overall Budget Determined					
Room(s) Scheduled					
Room set up determined				<input type="radio"/> Chevron <input type="radio"/> U-shape <input type="radio"/> Classroom style <input type="radio"/> Other:	
Signage required				Directions to meeting room, parking	
Site furniture needs				Tables, chairs, other:	
Site furniture ordered				Tables, chairs, other:	
Marketing notified					
Clean up crew					
Facilities and Security					
Security notified				Doors/rooms to be unlocked, visitors on campus, etc.	
Maintenance notified				Cleaning schedule, room arrangement, etc	
Permits required					
Insurance required				Contact S. Durand for Argus	
Parking needs				Parking cones/barricades, additional security required	
Food and Beverages					
Caterer chosen					
Caterer confirmed					

Task	Target Date	Lead	Expenses	Notes	Date Complete
Menu selected					
Special food needs				Allergies, Gluten free, vegetarian	
Alcohol to be served*					
Bartender hired					
Banquet permit filed*					
Food arrival time					
Warming dishes, ice					
Servers required					
Food supplies obtained				Plates, cups, silverware, napkins, linens, centerpieces, decorations, etc.	
Speaker and PR					
Speaker: Welcome					
Speaker: Introductions					
Speaker: Key Note					
Transportation for speaker					
Press invited					
Press escort					
Photographer scheduled					
Greeters					
Speaker hotel rooms booked					
Speaker airfare booked					
Other speaker needs					
Name tags required					
PR items to hand out				Pends, t-shirts, mugs, etc.	

Task	Target Date	Lead	Expenses	Notes	Date Complete
Audio-Visual/Technology and Handouts					
Computer, LCD, Mics arranged with IT					
IT Staff arranged					
Brochure development					
Handouts to photocopy					
Evaluation form needed					
Other					
Volunteers recruited					
Week prior checklist					
Reconfirm food					
Reconfirm room & set up					
Reconfirm AV/Tech serv.					
Remind staff of assignments					
Copy flyers, handouts					
Final items to pick up					
Event Final review					
Check room set up					
Confirm food arrival					
Confirm speaker arrival					
Confirm handout arrival					

Task	Target Date	Lead	Expenses	Notes	Date Complete
Post-Event Review					
Complete budget/submit					
Thank you letters					
Post-event meeting					
Site-specific items					
Food/catering items					
Speaker Review				Would we invite the speaker again?	
AV/Tech changes					
Staffing adequate					
Will we repeat the event?				If yes, how can we improve satisfaction: Date to begin pre-planning:	