



Event Planning Checklist

Event/Program Name:

Event Date:

Event Time:

Event Location:

Event Description:

Sponsoring Organizations:

Committee Chair:

Contact phone number:

Email:

Committee Members:

To Do	Who's Responsible?	Notes	Date to be completed:	Actual completion date:
Facilities Request				
Official Function Form				
Travel Forms				
Requisitions/Petty Cash				
Vendors contacted				
Media/IT Needs				
Contact M & O				
Contact Safety				
Risk Management <input type="checkbox"/> Risk Assessment <input type="checkbox"/> Certif. of Insurance				
Catering/Food				
Decoration/Supplies				
Marketing/Advertisement				
Entertainment				
Other:				
Other:				
Other:				

I-3 Months in Advance

Facility reservation

Start advertising

Food arrangements

OFF, Req's Petty Cash

Risk Assessment

Insurance Waivers

Other:

Week of Event

Confirm arrangements

Purchase supplies

Setup/Decorate

Confirm volunteers

Clean up

Other:

Other:

After Event

Thank you notes

Evaluation

Remove advertisements

Return receipts

Secure invoices for payment

Other:

Supervisor/Dean	Date	Vice President	Date
Notes		Notes	