

EVENT CHECK LIST

First things first ...

- Determine the goals and objectives of the event
- Decide who should attend
- Outline an agenda and timeline for the event
- Set an approximate date
- Select the site of the event
- Decide how much you will spend

Next ...

- Make first announcement of meeting/event
- Distribute flyers/brochures/invitations
- Select caterer/menu (if applicable)
- Select entertainment (if applicable)
- Select decorations and/or florists (if applicable)
- Select audio-visual equipment provider (if applicable)
- Select overnight lodging venue (if applicable)
- Select a transportation vendor (if applicable)
- Reconfirm site and vendor contracts
- Gifts for speakers/honored guests
- Finalize agenda and timelines

Just before the event ...

- Prepare attendee list
- Prepare list of complimentary and prepaid reservations
- Prepare lists of materials, supplies, and equipment to be taken to the event
- Prepare badges or nametags
- Prepare all identifying signage for the event

At the time of the event ...

- Complete registration set-up
- Set-up identifying signage or posters
- Final check on arrangements and facilities
- Final check on special equipment
- Set-up exhibits or displays
- Set place cards
- Re-confirm with event planning and facility staff the agenda
- Distribute and collect evaluation forms

After the event ...

- Distribute tips to facility staff
- Return borrowed or rented equipment
- Follow-up media coverage
- Send out thank you letters
- Pay bills
- Summarize evaluation forms