



## Event Checklist

### Office of University Events

#### Initial Planning

- Event Purpose
- Event Objective(s)
- Event Theme
- Intended Audience/Size
- Budget/Estimate
- Funding Source/Acct #
- Event Information Sheet
- Establish Committee
- Initial Committee Meeting
- Roles/Responsibilities
- Other

#### Invitations

- Guest List/No. to Attend
- VIP Invitation Process
- Save the Date
- Distribute Save the Date
- RSVP Deadline/Process
- Invitation via Letter
- Invitation via Phone
- Electronic Invitation
- Printed Invitation
- Distribute Invitations
- Reminder
- Invitations for Records
- Other

#### Program

- Proposed Speakers
- Tentative Program
- Final Program
- Other

#### Event Date(s)

- Calendars Reviewed
- Date(s) Determined
- Time(s) Determined
- Other

#### Venue/Facilities

- Reservations
- Diagram/Layout
- Room Specifications
- Number of Attendees
- Seating/Standing Plans
- Table Shapes
- Water/Glasses for Panel
- Lighting
- Air Conditioning/Heating
- Facility Freshness
- Custodial
- Trash Containers
- Restroom Supplies
- Grounds Maintenance
- AAMU Tablecloth
- Tables
- Chairs
- Head Table
- Props
- Tents/Canopy
- Flooring/Carpeting
- Ropes/Stanchions
- Reserved Seating



## Event Checklist

### Office of University Events

#### Speaker/VIPs

- Contact Information
- Follow Up
- Confirmation
- Ticket/Pass/Information
- Itinerary
- Honoraria
- Bios/Photos
- Special Equipment
- Hospitality/VIP Treatment
- Travel Arrangements
- Lodging and Meals
- Local Transportation
- Appreciation Event
- Mementos/Gifts
- Thank You
- Expense Reimbursement
- Awards
- Academic Regalia
- Security
- Other

#### Venues/Facilities (Cont.)

- Stage/Dais Seating
- Seat Cards
- Panel Nameplates
- Exhibits/Displays
- Setup Assistance
- Risers
- Stage Setup
- Room Setup
- Green Room
- Walk-through
- Final Walk-through
- Alternate Venue/Location
- Other

#### Rentals

- Venue
- Furniture/Equipment
- Plants
- Other

#### Marketing

- Event Information - Web
- Social Media
- Advertising
- Media
- Distribute Posters/Flyers
- Promotional Mailings
- News Releases
- Media Fact Sheets
- Media Attendance
- Press Packets
- Press Room
- Other

#### Audiovisual/ Internet/Other Equipment

- Lavalier Mic(s)
- Handheld Mic(s)
- Podium Mic(s)
- Floor Mic(s)
- Podium
- Clear Podium
- Sound System
- Laptop Computer(s)
- Wi-Fi
- Internet Capability
- Projector
- Projection Screen
- Monitor(s)
- Presentations
- Presentation Clicker
- Presentation Pointer



## Event Checklist Office of University Events

### Design/Printing/ Elec Del of Invitation And Other

- Design Concept
- Save the Date Design
- Invitation Design
- Poster/Flyer Design
- Registration Materials Design
- Ticket Design
- Proof Materials For Print
- Proof Materials For Elec Del
- Save the Date Printing
- Invitation Printing
- Poster/Flyer Printing
- Registration Materials Printing
- Ticket Printing
- Save the Date Elec Del
- Invitation Elec Del
- Poster/Flyer Elec Del
- Registration Materials Elec Del
- Ticket Elec Del
- Design/Printing of Parking Pass
- Timeline to Receive Items
- Other

### Design/Printing/Elec Del of Programs

- Design and Layout
- Agenda
- Speaker(s) Bio(s) and Photo(s)
- Submit Items for Print/Elec Del Draft
- Proof Materials for Printing
- Proof Materials for Elec Del
- Quantity to be Printed
- Date Programs Due
- Printing of Program
- Elec Del of Programs
- Distribution of Printed Programs
- Other

### Audiovisual/ Internet/Other Equipment (cont.)

- DVD Player
- CD Player
- MP3 Player/iPod
- Piano
- Other Musical Equipment
- Teleprompter
- Live Stream Service
- Photographer
- Videographer
- Technicians/Staff
- Other

### Catering

- Budget
- Caterer Selected
- Menu (Food & Beverage)
- Type of Service/Schedule
- Head Table
- Place Cards/Seat Cards
- China
- Silverware
- Upscale Plasticware
- Servers
- Bar (Open or Cash)
- Seating Diagrams
- Test Meal
- Hospitality Room Service
- Linens (Including Skirts)
- Table Décor
- Final Count for Catering
- Dietary Restrictions
- Room Setup
- No. of Tables and Chairs
- Food/Bev for Volunteers
- Other



## Event Checklist

### Office of University Events

### Transportation and Parking

- Map(s)
- Golf Cart(s)
- Shuttle(s)
- Charter Vehicle(s)
- Transportation Staff
- Trans To/From Parking Area
- Trans To/From Parking Area (ADA)
- Trans Schedule Posted
- Trans Start/End Time
- Distribute Parking Passes
- Reserved Parking
- Valet Parking
- Parking Staff
- Other

### Accessibility

- Accessible Location
- Accessible Seating
- Wheelchair Availability
- Sign Language Interpreter
- Other Assistance
- Accessible Parking
- Special Assistance Notice (Printed/Elec)
- Wheelchair Access to Stage
- Other

### Forms/Contracts/Payments

- Forms
- Contracts/Agreements
- Encumbrances for Goods
- Encumbrances for Services
- Payments for Goods
- Payments for Services
- Other

### Décor

- Theme
- Table Decorations
- Room Decorations
- Stage Decorations
- Podium Area Decorations
- Head Table Decorations
- Flags
- Floral/Plants
- Hospitality Suite Décor
- Entrance/Exit Décor
- Other

### Registration

- Registration Process
- Registration Confirmation
- Registration Confirmation – VIP
- Registration List
- Registration List VIP
- Registration Staff
- Registration Tables
- Separate Table or Staff for VIP
- Sign-In Sheet for Guests
- Register Guests
- Name Tags
- Name Tag Holders
- Distribute Registration Packets
- Registration Reports
- Ticket Status/Availability
- Pens and Paper
- Laptop and Printer
- Other



## Event Checklist

### Office of University Events

### Signage

- Banners
- Registration Signage
- Directional Signage
- Parking Signage
- Accessibility Signage
- Marquee Signage
- Room Signage
- Shuttle/Vehicle Signage
- Other

### Public Safety/Risk Management

- Security Plan
- Police
- Risk Management
- Fire/Ambulance
- Emer Medical Station(s)
- Security
- Traffic Control
- Other

### Recycling

- Recycling of Décor
- Recycling of Other Event Items
- Other

### Tickets

- Ticket Plan
- Complimentary Tickets
- VIP Tickets
- Ticket Prices
- Ticket Sales
- Press Tickets
- Ticket Coordinators
- Others

### Escorts/Greeters/ Ushers/Staffing/ Volunteers

- Greeters
- Ushers
- Reserved Seating Ushers
- Backstage Assistants
- Escorts/Guides - Walking
- Escorts/Guides - Inside Venue
- Escorts/Guides Aboard Transportation
- Escorts/Guides for Tours
- Escorts/Guides for Exhibits
- Escort/Guides for VIPs
- Staff
- Volunteers
- Other

### Supplies

- Markers
- Pens
- Paper
- Flip Charts
- Easel(s)
- Extension Cords
- Tape
- Masking Tape
- Scissors
- Decorative Scissors
- Ribbon
- Shovel(s) - Groundbreaking
- Other



# Event Checklist

## Office of University Events

### Insurance

- Purchase Event Insurance
- Purchase Other Insurance
- Vendor Certificate of Insurance Needed
- Other

### Post Event

- Obtain Photos
- Obtain Videos
- Lost and Found
- Event Staff Credentials
- Conduct Analysis
- Other

### Other/Miscellaneous

- Inclement Weather Plans
- Giveaways
- Recognition Items
- Contest Process
- Contest Implementation
- Contest Winners Determination
- Contest Winners Notified
- Translation Services
- Proof Other Materials to be Printed
- Proof Other Materials for Elec Del
- Inquiry Table and Staff
- Lost and Found
- Event Staff Credentials
- Distribute Tickets
- Purchase/Distribute Clear Plastic Bags
- Distribute Parking Passes
- Distribute Other Materials
- Other Credentials
- Maintain Event Collateral for Records
- Provide Attire Information
- Coat Rack(s)
- Umbrella(s)

### Additional Notes:

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