EVENT PLANNING CHECKLIST

	THE BASICS	
	Your team	
	Make name, phone #, email lists of all your contacts	
	Decide who will be the contact person for each area	
	Enlist the Member Services Committee	
	Create a planning calendar	
	Work back from your event date, including all the steps below	
	Allow enough time to book your location, hire speakers, create materials, get publicity	
	Describe the event (in general terms)	
	Choose a title and describe the program	
	Who is the event sponsor	
	Is this an LIR committee-sponsored event?	
	If not, do you need approval from the Council?	
	Your budget	
	What is your budget?	
	Do you need /have budget approval?	
	Will you raise need to funds?	
	Contact the Office & make sure you are on the office calendar	
	Start with an Event Planning Form- email the office	
	Notify the office in advance of your needs: newsletter articles, website page, emails	
•••••	Communications	
	Enlist the Publicity Committee in planning promotion	
	List all the ways you want to publicize your event & who to contact	
	Contracts & payments	
	All contracts must be submitted to, approved by and signed by the office manager	
	Payments in advance must be requested by the office manager,	
	and are paid by Five College, Inc.by check to the vendor only	
	Reimbursement requests must be timely and accompanied by a receipt	
	Ticket sales are paid to Five College, Inc, both online and by check.	



EVENT PLANNING CHECKLIST

	THE SPECIFICS
	Event Title (for calendar and publicity)
	Determine the exact wording to be used in all communications
	Determine the exact wording to be used in all communications
	Where will the event be held?
	What kind of facility will you need? Public? Private?
	What kind of room audience seating? More than one room?
ļ	When: date(s) and time (s)
	Event Date: Alternate date (same time?)
	Event Time (from/to) – does this include set up & cleanup?
-	Who will attend?
-	Will it be open to the public, or only to LIR members? Open to a specific group?
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	Registration or tickets?
	Will preregistration be required? When will registration open/ close?
	Will you use online registration? Mail-in registrations?
ļ	Will you sell tickets? Online? At the Door? Will you accept checks/credit cards/cash?
ļ	Invitations 9 Dublicity
-	Invitations & Publicity When will you announce the event? How will it be announced? Newsletter? email?
-	How will you invite people? Emailed invitations? Designed, printed & mailed invitations?
-	How will you promote the event? Printed brochure? Website? Social media? Newspaper?
1	Poster distribution to LIR venues, other locations?
	Poster distribution to Line vendes, other locations:
	What kind of physical set up will you need?
	Who will supervise the set up, work with the facility contacts?
Ī	How will attendees be seated? Will you have a seating plan?
Ī	Tables, chairs, tablecloths, settings, etc? Will you have displays? Table décor?
	Podium, stage, table & chairs for panel? A/V integration, microphone, hearing assist?
Ī	Will you have a rental contract? Will you need liability insurance? Cancellation policy?
ļ	Materials
ļ	Blank or pre-printed name tags?
ļ	Program, agenda, ballot, survey, comment sheet?
-	Will you have displays? posters? How will they be setup?
-	Who will design, print and deliver your materials?
ļ	Who will dought, print and dollror your materials.
	Food and/or Drink
	Who will provide the food – caterer or member volunteers?
	What kind of food – snacks, dessert, breakfast/lunch/dinner?
	Will alcohol be served? By whom? Will a liquor license be required?
-	Parking/access/ transportation
-	Parking/access/ transportation Will transportation be provided? By whom? Will reservations/tickets be required?
ļ	Will transportation be provided? By whom? Will reservations/tickets be required? Is parking available? How many spaces? Is there handicapped parking/ access to venue?

Set up & deliveries What time is the venue open for setup? What time will the setup take place?	
Who will do the actual setup? Do you have a plan drawn for the seating setup?	
Who will supervise the setup? Do an A/V test? Do an audio-assist set up check?	
Who will supervise deliveries?	
Who will supervise food/ beverage service setup? Timing of food & drink service?	
Will supervise reed, beverage service setup: Tilling of reed & drink service:	
Attendee check-in	
How will the check-in be setup?	
Who will supervise the check-in? Who will staff the check-in table(s)?	
How will you track attendance? Will you require sign-in?	
If tickets are to be sold at the door, who will sell tickets? Is training needed?	
<u> </u>	
How will program/agenda/materials be distributed? Who will do this?	
Program management	
Who will supervise the program/activities during the event?	
What is the "FLOW" of the event? Time for mingling/ When to seat people/ Serve food?	
Will you have an emcee/ announcer?	
Will there be speakers? In what order? Will they have presentations?	
Closing & clean up	
When will the event close? When does the facility need to be cleared?	
Who will supervise clean up? Check out with facility staff?	
Who will remove all materials, decorations, equipment?	