

Checklist for Event Planning

Identify the tasks that need to be completed and delegate them. Set a completion date for each task. Circle the items that are relevant to your program. All items are not needed for every program.

Before the event:

The budget:	Suggested Due Date	Assigned To	Date Completed
Prepare proposed budget			
Identify funding sources			

General:

Check the university/ Divinity calendar			
Reserve facility			
Prepare and sign contracts (Eileen)			
Reserve equipment			
Coordinate room setup/ cleanup			
Arrange disability accommodations			

Comply with Divinity policies:

Sales			
Alcohol			
Fund-raising			
Use of DIV logo			
Noise			

Decide on the theme

Decorations Committee:	Suggested Due Date	Assigned To	Date Completed
Design			
Purchase Materials			

Entertainment Committee:

Contract performer(s)			
Process payment(s)			
Design/ Print Program			

Promotion Committee:

Develop strategy and schedule			
Request Mailing Lists			
Design Save the Dates/ Invitations			
Design posters			
Determine Announcement			
Social Media			
Write and distribute press releases			

Decide on the theme - continued

Catering/ Production Committee:

	Suggested Due Date	Assigned To	Date Completed
Set menu			
Choose caterer			
Arrange for equipment			
Arrange for parking			
Arrange for meals			

Tickets Committee:

Determine seating arrangement			
Order tickets			
Determine sales locations			
Schedule ushers			
Secure cash box			

Other:

Several days prior to event, confirm:

	Suggested Due Date	Assigned To	Date Completed
Facility rental and setup			
Equipment use and setup			
Nametags			
Caterer			

Other: Continued**Suggested Due Date****Assigned To****Date Completed**

Parking			
Ticket sales			
Ushers			
Decorations			
Payment of services			

On day of the event:**Suggested Due Date****Assigned To****Date Completed**

Signage of event/ registration			
Check setup			
Get cash box			
Transport guests			
Take Notes throughout event			
HAVE FUN!			

After the event:**Suggested Due Date****Assigned To****Date Completed**

Clean up			
Follow Up - Evaluate			
Thank You			
Bills - Finalized			