Event Planning Checklist
Use this basic checklist to assist your group in planning a successful event. You should plan at least 8 weeks out.

Time: Location: Event Purpose: SWEEKS PRIOR BRAINSTORMING Will the event work? How many people do you need to make the event happen? Does the event serve a need previously not met on campus? Do we have the resources to make it happen? BUDGETING See sample budget planning sheet (attached) 4 - 6 WEEKS PRIOR SCHEDULING Who's in charge: Room reservation Whot's in charge: Room reservation What kind of tech needs do you have? What kind of tech needs do you have? What kind of tech needs do you have? What tan you afford? Tentatively book a couple of dates Call your performer or vendor (if applicable) and schedule the performance date Confirm your date Schedule a meeting to go over your tech needs and room set-up Schedule a meeting to go over your tech needs and room set-up Schedule a meeting to go over your tech needs and room set-up Schedule a meeting to go over your tech needs and room set-up Schedule a meeting to go over your tech needs and from the airport and/or hotel Book hotels and/or make dinner reservations for your performer Schedule catering/food menu APPs & PERMITS Who's in charge: Decorrations SHOPPING Who's in charge: Supplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: Supplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: SUpplies needed for your event: SHOPPING Who's in charge: Supplies needed for your event: SHOPPING Who's in charge: Supplies needed for your event	Name of Event:	ADVERTISING
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BUDGET PLANNING WORKSHEET

Here is a sample worksheet to set your project budget.

Amount Allocated for Event:		*Your Expenses should not exceed the budgeted amount.			
Funding:	Org Treasury	SPC Department Other:		Other:	
ANTICIPATED EXPENSES		ANTICIPATED INCOME			
Facilities Rental			Admission Fees	3	
Food			Co Sponooro (r	vlagge list balow)	
Lodging			Co-Sponsors (please list below)		
Publicity					
Speaker Fees /	Honorariums				
Supplies					
Technical Suppo	ort				
Travel			Other Income (please list below)		
Security					
Films License or	r Permits				
Registration fee	s				
Other					
*TOTAL		\$	*TOTAL		\$

POST-EVENT EVALUATION

- 1. Did we meet our goals/objectives with this event?
- 2. Did we meet our budgetary goals?
- 3. Did we have enough volunteers for the event?
- 4. What could we have done differently to make the event better/more productive?
- 5. Did we have enough advertising/PR for the event? How could we have made this better?
- 6. Did we execute the program in a professional manner?
- 7. Did we face any group conflict with this program? What was it? How was it resolved? What could
- 8. we have done differently?
- 9. Would we bring this vendor/performer in again? Was it worth it?
- 10. Would we execute a similar program in the future? What changes would we make?
- 11. How does this program allow us to grow as a group, officers, and leaders? Was it a good program?

Adapted from the University of Minnesota Student Union and Activities online document.