

Event Planning Checklist

Due	Tasks
	Logistics Team
	Confirm the date and time of your event
	Reserve a reasonable size space for your event, if applicable
	Arrange for a microphone, computer, screen & projector, if necessary
	Get a parking pass from campus security for your guest speaker, if necessary
	Reserve a parking space with cones close to the event location for your guest speaker
	Arrange for beverages and snacks at the event, or contact campus catering
	Arrange transportation to and from the event for student attendees, if necessary
	Set up and decorate the event location, if necessary
	Communications Team
	Advertise the event via email, posters, facebook, etc.
	Extend personal invitations to specific faculty or clubs, asking for their students to attend
	Contact campus and local media (newspaper, radio, tv) to arrange an interview at the event
	Notify your Public Information Office (PIO) about the event details
	Update your team regularly to manage expectations regarding attendance
	Manage the RSVP list and send periodic reminders
	Ask the President's Office if the President will attend the recognition ceremony
	Man a sign-in sheet the day of the event
	Master of Ceremony
	Obtain materials for the event such as decorations, certificates, t-shirts and prizes, etc.
	Speak at the event (greet the audience, introduce the speaker, etc.)
	Guest Speaker Liaison
	Provide the guest speaker's staff with regular updates
	Provide guest speaker's staff with your personal cell phone number
	Ask for a short introduction about the guest speaker to read at the event
	Arrange for your guest's transportation to and from the airport, if necessary
	Greet the guest speaker and escort him/her to every location on the agenda
	If yours is a meal-time event, make sure your guest eats before it is time to speak
	Return your guest to wherever you met; the parking lot or the airport
	Email photos of the event to your guest speaker's staff after the event