



Wesley
C O L L E G E

Great Things Await

Event Planning Guide

Event: _____

Committee/Contact: _____

Today's Date: _____

Event Date: _____

Location: _____

Time: _____

Program Checklist

Before Event:

Task:

Date completed:

Publicity out Flyers Posters Facebook Banners Org Sync Student Life Newsletter Digital Signage	
Contracts Signed and Processed Name of Agency Name of Artist	
Hotel/Transportation Name of Hotel Confirmation Number Transportation provided by whom?	
Food for Talent/Hospitality Arranged	
Decorations/Give Aways Ordered	
Tickets printed/ordered	
Cash Box Checked-Out	
Security Requested (How many?)	
Parking Permits Requested and Received	
Facilities: Location requested via Wesley website Chairs Tables Trashcans Outdoor v. indoor event	
Electrical Equipment	

Day of Event:

Task:

Date Completed:

Set-up	Chairs Tables Trashcans Electrical need	
Staffing plan created		

After Event:

Evaluation Completed	
Thank you's	Completed Mailed
Petty Cash/Ticket Sheet Returned to Advisor	
Newspaper Clippings Saved and Filed	
Copies of all Publicity Filed	
Revenue Deposited	

Budget (list expenses)*

Entertainment: _____

Hotel: _____

Meals/Hospitality: _____

Sound: _____

Travel: _____

Publicity: _____

Prizes/Giveaways: _____

Decorations: _____

Advertisement: _____

Reception: _____

Rentals: _____

Others: _____

Total: _____

Additional Comments?

**Attach any receipts to this form and return to your advisor no later than 2 days following the event*