Creighton UNIVERSITY

Event: _____

Date: _____ **Time:** _____

Take list

- ☐ Event file
  (including room and catering confirmations)
- ☐ Event agenda
- ☐ Signage
- ☐ Programs
- ☐ Name tags
- ☐ Chair tags
- ☐ Reserved signs
- ☐ Awards
- ☐ Necessities kit
  (e.g., Band-Aids, safety pins, bobby pins,
  pens, Post-its, stain stick)

Day-of agenda

2–3 hours prior (depends on scale of the event)

- ☐ Arrive on site
- ☐ Touch base with venue and catering staff
- ☐ Review room and registration table setup
- ☐ Place name tags at registration table
- ☐ Place chair tags and/or reserved signs
- ☐ Test AV equipment
- ☐ Place items at podium
  (e.g., script, water, pens, lozenges)
- ☐ Place printed programs at entrances
- ☐ Confirm signage will be out (if venue provides)
  or place yourself

30–60 minutes prior

- ☐ Volunteers arrive
- ☐ Volunteer briefing
- ☐ Unlock doors
- ☐ Greet speakers and honorees
- ☐ Show them where they are seated
- ☐ Discuss final details/changes
- ☐ Make final script changes

Event start time

- ☐ Cue emcee to begin
- ☐ Assist catering and venue staff as needed;
  cue for lights, food, etc.

After event

- ☐ Pack items. Ensure none of your or your guests'
  belongings are left behind
- ☐ Thank venue and catering staff
- ☐ Take extra programs in case those who could
  not attend request one later

Notes