|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Checklist** | **Yes** | **No** | **Staff****Responsible** | **Date due for****completion** | **Status** |
| * Confirm date and time of event
 |  |  |  |  |  |
|  |  |  |  |  |  |
| * Confirm type of event (dinner, reception ,

lunch, etc) |  |  |  |  |  |
|  |  |  |  |  |  |
| * Develop budget
 |  |  |  |  |  |
|  |  |  |  |  |  |
| * Estimate attendance
 |  |  |  |  |  |
|  |  |  |  |  |  |
| * Choose Venue
 |  |  |  |  |  |
|  |  |  |  |  |  |
| * Meet with Marketing to determine:
 |  |  |  |  |  |
| o Visual image |  |  |  |  |  |
| o Printing or electronic invitations |  |  |  |  |  |
| o Event website |  |  |  |  |  |
| o Printed program |  |  |  |  |  |
|  |  |  |  |  |  |
| * A/V requirements
 |  |  |  |  |  |
| o Mic and podium |  |  |  |  |  |
| o Video of event? |  |  |  |  |  |
| o Webcasting? |  |  |  |  |  |
| o Sound |  |  |  |  |  |
| o Lighting |  |  |  |  |  |
| o Riser/stage |  |  |  |  |  |
| o Sound technician |  |  |  |  |  |
|  |  |  |  |  |  |
| * Facilities
 |  |  |  |  |  |
| o Coordinate cleaning of the room/building |  |  |  |  |
| o Coordinate clean-up after the event |  |  |  |  |  |
|  |  |  |  |  |  |
| * Décor
 |  |  |  |  |  |
| o Lighting |  |  |  |  |  |
| o Flowers |  |  |  |  |  |
| o Banners, flags |  |  |  |  |  |
|  |  |  |  |  |  |
| * Parking
 |  |  |  |  |  |
| o Parking passes required for Guests? |  |  |  |  |  |
|  |  |  |  |  |  |
| * Security
 |  |  |  |  |  |
| o Event Security |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Generic Event Checklist** | **Yes** | **No** | **Staff****Responsible** | **Date due for****completion** | **Status** |
| * Invitation list
 |  |  |  |  |  |
| o Compiled |  |  |  |  |  |
| o Circulated |  |  |  |  |  |
| o Approved |  |  |  |  |  |
|  |  |  |  |  |  |
| * Plaque (or recognition signage)
 |  |  |  |  |  |
| o Drafted |  |  |  |  |  |
| o Circulated |  |  |  |  |  |
| o Approved |  |  |  |  |  |
|  |  |  |  |  |  |
| * Catering
 |  |  |  |  |  |
| o Venue site visit if necessary |  |  |  |  |  |
| o Quote |  |  |  |  |  |
| o Confirmation of contract (incl. rentals) |  |  |  |  |  |
| o Liquor License (if required – internal and external approval) |  |  |  |  |  |
|  |  |  |  |  |  |
| * Entertainment
 |  |  |  |  |  |
| o Obtain Quote |  |  |  |  |  |
| o Select Performers |  |  |  |  |  |
|  |  |  |  |  |  |
| * Confirmation of Speakers
 |  |  |  |  |  |
| o # of speakers (Keep to a minimum) |  |  |  |  |  |
| o Duration of remarks per person(recommended 3-4 mins. ) |  |  |  |  |  |
| o Provide Key Messages |  |  |  |  |  |
| o Review draft of remarks |  |  |  |  |  |
| o Liaise with Speech Writer |  |  |  |  |  |
| o Emcee remarks / Script |  |  |  |  |  |
|  |  |  |  |  |  |
| * Program
 |  |  |  |  |  |
| o Order of speakers |  |  |  |  |  |
| o Protocol (introductions, titles, etc.) (First Nations Welcome) |  |  |  |  |  |
|  |  |  |  |  |  |
| * Speaker Gifts
 |  |  |  |  |  |
| o Gifts for speakers |  |  |  |  |  |
|  |  |  |  |  |  |
| * Photographer
 |  |  |  |  |  |
| o Create shot list |  |  |  |  |  |
| o Fill out the photographer request on line |  |  |  |  |  |
|  |  |  |  |  |  |
| * Media Release ( contact Communications)
 |  |  |  |  |  |
| o Content for release |  |  |  |  |  |
| o Release date |  |  |  |  |  |
|  |  |  |  |  |  |
| * Invitations Sent (5 – 6 weeks from event)
 |  |  |  |  |  |
| o Electronic |  |  |  |  |  |
| o Print |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Generic Event Checklist** | **Yes** | **No** | **Staff****Responsible** | **Date due for****completion** | **Status** |
|  |  |  |  |  |  |
| * Special Seating
 |  |  |  |  |  |
| o Dinner seating plan |  |  |  |  |  |
| o Special Reserve Seating |  |  |  |  |  |
|  |  |  |  |  |  |
| * RSVP’d
 |  |  |  |  |  |
| o Responsibility of |  |  |  |  |  |
| o Online |  |  |  |  |  |
| o Print |  |  |  |  |  |
| o Monitor in case of need for venuechange or event set-up |  |  |  |  |  |
|  |  |  |  |  |  |
| * Staffing
 |  |  |  |  |  |
| o Develop staff/volunteer task list |  |  |  |  |  |
| o Assign volunteer to specific task |  |  |  |  |  |
| o Schedule in breaks/meals |  |  |  |  |  |
| o Provide orientation the day before event |  |  |  |  |  |
| o Provide FAQ about event and guests |  |  |  |  |  |
|  |  |  |  |  |  |
| * Briefing notes to host (Dean, dept head, etc.)
 |  |  |  |  |  |
| o Summarize Event |  |  |  |  |  |
| o Summarize Program |  |  |  |  |  |
| o # of Guests |  |  |  |  |  |
| o Alpha list of guests attending |  |  |  |  |  |
| o Bio of speakers |  |  |  |  |  |
| o About noteable guests |  |  |  |  |  |
|  |  |  |  |  |  |
| * Confirm Catering #’s one week before
 |  |  |  |  |  |