

# EVENT PLANNING CHECKLIST

**EVENT NAME:**

**Number of Guests:**

<b>Event Contact person:</b>		
Admin/Academic unit:		
Telephone number:		
Email address:		
Event Account Code:		
Budget:	\$	Approved by:

## Details

Action Item	Completed	Person Responsible	Comments
Date & Time			
Purpose			
Desired Outcomes			
Important Donor Information			
Space			
Space Confirmed			
ADA Compliant			
Contract/ Agreement			
Add to Access			
Special Events Calendar			
Invited Groups			
President's Attendance			
Save the Date			
Invitation			
Program			
Catering			
Work Order			
A/V Request			

## EVENT PLANNING CHECKLIST

Media Services			
Photographer			
Public Safety			
Décor			
Lighting			
Valet			
Plants			
Entertainment			
Transportation (Shark Shuttle)			
Giveaway/Favors			
Student Participation			
Volunteers			
Event Reminder (guests)			
One Page Overview for Speakers			
Scripts			
Follow up Thank You Email(s)			
Photos Placed in Digital Library			
Payments Received			
Invoices Processed			
Attendees Uploaded to Banner			
<b>Notes</b>			