Generic 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 Communications re marketing strategy					
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					
o Balloons					
• Parking					
o Parking passes required for Guests					
o Shuttle for guests to and/from venue					
• Security					
o Event Security					
o Campus road closures					

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					
o Quote					
o Confirmation of contract (incl. rentals)					
o Liquor Licence (if required)					
• 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					
• Programme					
o Order of speakers					
o Protocol (introductions, titles, etc.)					
• Speaker Gifts					
o Gifts for speakers					
• Photographer					
o Create shot list					
o Determine who to staff photographer					
• Media Release (contact Public Affairs)					
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 Researve Seating					
• RSVP'd					
o Responsibility of					
o Online					
o Print					
o Monitor in case of need for venue change 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					