

Event		Location		Budget	
Date		Time		Account	
RSVP Date		<i>Notification for calendars:</i>			

Coordinator: _____ **Alternate Contact:** _____

Name of Event: _____

Type of event:

Reception____

Coffee Service_____

Meal (breakfast/Lunch/Dinner) _____

Snack____

Approval:

Budget Approval_____

Location Approval_____

Invitation Approval_____

Check	Prior to event	Notes
Yes/No	Confirm location	
Yes/No	Confirm Caterer	
Yes/No	Save the date notification(s)- print/email/newsletters/other	
Yes/No	Menu discussions on theme, ideas, budget	
Yes/No	Entertainment	
Yes/No	Invitation drop	
Yes/No	Event program finalized, to print	
Yes/No	Event volunteers, staffing needs	
Yes/No	Event Marketing	
Yes/No	RSVP reminder to non-responders	
Yes/No	Finalized briefings	
Yes/No	Final Script	
Yes/No	Staffing Volunteers-instructions	
Yes/No	Nametags, place cards, table numbers etc.	
Yes/No	Final Count to caterer	
Yes/No	Setup, AV/sound team roles on event day deliveries to venue	

Check	Post-Event	Notes
Yes/No	Thank You Messaging (cards, email, calls)	
Yes/No	Participant survey & summary of findings	
Yes/No	Team Evaluation & event report	
Yes/No	File event	