

EVENT PLAN and CHECKLIST

Event name:

Primary contact:

Secondary contact(s):

Dates:

Location:

Time:

Event description/content:

Who should attend?

Fee/tickets (... and what's included): \$.

Goals:

Budget:

Speaker 1:

Confirmed? _____ by _____

____ Speaker Contract ____ Speaker Travel ____ Other: _____

____ Title/key messages:

Reception:

Workshop:

Technical Program:

Poster Presentations:

Tutorial Track 1

Tutorial Track 2

Tutorial Track 3

Notes: _____

Event Checklist

Done (Y/N)	Who?	Date completed/confirmed
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<input type="checkbox"/> Save the Date	_____	_____ / _____
<input type="checkbox"/> Invitation list	_____	_____ / _____
<input type="checkbox"/> Invitations	_____	_____ / _____
<input type="checkbox"/> Reminder 1	_____	_____ / _____
<input type="checkbox"/> Reminder 2	_____	_____ / _____
<input type="checkbox"/> Registration	_____	_____ / _____

RSVP database _____ / _____
for attendees list/special catering needs/parking passes/mail merge

Space reservations _____ / _____

Catering

Parking
 sign

Registration packet items
 Maps of buildings, rooms, parking
 Agenda/program
 Flyer
 Instructions for wireless connection
 Other: _____

Signage

Technology and A/V

Publicity?

Follow up?

Event Timeline
