

Career Preparation Center

Event Planning Checklist

PRE-EVENT ACTIONS

- Choose appropriate venue
- Be creative and don't book the first venue you see
- Inform the media
- Guest list with telephone numbers
- Rehearsal
- Develop a budget and obtain funding
- Advertising and promotion plans
- Arrange parking

PRE-EVENT (cont.)

- Set up agenda
- Plan daily routines for multi-day events
- Prepare and send invitations
- Arrange entertainment
- Provide directions
- Reminder calls
- Arrange security if necessary
- Post info on organization's website

SPEAKERS/SPOKESPERSONS

- Make sure speaker is well-rehearsed
- Prepare visuals
- Plan for any equipment/speakers
- Photographs for literature and publicity
- Accommodations made
- Time speaker begins
- Length of speeches
- Rehearsal of anticipated Q&A session

SETTING UP

- Mike and speaker system
- Blackboard, screen and projectors
- Water and glasses for speakers
- Sufficient chairs for reporters
- Designate a place for video cameras
- Outside directional signs for room location
- Registration desk or book
- Directional signs for rest rooms

NEEDS

- Variety of food and drinks
- Hotel Rooms
- Name Badges
- Tables & Tablecloths
- Laptop
- Decorations
- Raffles
- Agendas
- Extension cords and duct tape

Post-Event

- Clean up
- Send thank you cards
- Follow Up
- Post-event review with staff
- Post event meeting
- Return borrowed or rented items
- Post event photographs on website
- Prepare financial reports
- Prepare summary reports