Event Checklist

Name of Event: __________________________________________________________
Contact of Event: _________________________________________________________
Date of Event: ___________________________________________________________
Predicted Amount of People: ________________________________________________
Actual Amount of People: __________________________________________________
Cost of Event: ___________________________________________________________

Advertising:
• Announcements
• Publications
• Invitations
• Press Release
• Sponsors (if any)

Supplies:
• Contact caterers
• Contact housing or lodging company
• Contact Event Coordinator about facilities to be used/cost
• Calendar of events or brochure of events/time and locations of event
• Gifts/Thank You’s/Etc.
• Hard copy of event and back-up copy
• Any on the spot advertisement
• Any other misc. items, such as maps or pens

Day of Event(s)
• Registration
• Photographer/Newspaper Contact (if event is prominent enough)
• Food, as well as directions or transportation to catering area
• Parking
• Let surrounding area know of event as to not upset surrounding residents
• Lodging Packets, if needed
• Day Care or Animal Care
• Contests/Presentation of gifts

After Event:
• Mailing of Thank You’s
• Mailing of gifts, if unclaimed
• Survey of event
• If event is held often, include with Thank You/Survey advertisement for the next time the event is to occur