



Event Checklist

Event Title: _____

Date: _____

Time: _____

Venue: _____

○ Reserved (when and with who): _____

○ Verified (when and by who): _____

Guests – Planning for (number): _____

○ VIP Guests (Name & Title):

▪ _____

▪ _____

▪ _____

Catering (Order placed on _____ through _____)

○ Name of Provider: _____

○ Food to be set by {date and time} _____

○ List menu items here: _____

○ List any other info about table setting: _____

○ Date confirmed and who verified: _____

Set-up

○ Set-up by (date and time): _____

○ Details: _____

○ Detail lay-up (indicate if there is an attachment): _____

○ Any specialty details such as RSVP seating: _____

Podium and sound system

○ Use existing room podium with logo or bringing one in: _____

- Reserved through (who and when): _____
- Sound Check (when): _____
- Music: _____
 - List details of music: _____
 - Perform from (insert time: _____)
 - Sound check (time: _____)
 - List any specialty items for music: _____
 - Payment info if necessary: _____
- Parking: _____
 - Any specialty details of Parking Requirement: _____
 - Date reserved/confirmed and with who: _____
 - If parking attendant being used and VIP guest are attending, provide a list (name & title)
 - _____
 - _____
- Photography: _____
 - Date confirmed and by who: _____
 - Shot list provided
- Videography: _____
 - Date confirmed and by who: _____
- President's Calendar (if necessary) – Date confirmed and with who: _____
- Provost Calendar (if necessary) – Date confirmed and with who: _____
- Order of Program
 - _____
 - _____
 - If printed program is being used
 - To be completed by (date): _____
 - To be printed (by who and when): _____
 - Who is picking up and when: _____
- Centerpieces
 - Detail number and style: _____
 - Detail delivery date/time/location: _____
 - If vases are rented when will they be returned and by who: _____
- Tablecloths – (Vendor Name: _____)
 - Number/size/color: _____

