

Event Checklist

vent	ritie:	
	Date: _	
	Time: _	
	Venue:	
	0	Reserved (when and with who):
	0	Verified (when and by who):
	Guests	– Planning for (number):
	0	VIP Guests (Name & Title):
		• <u></u>
		•
		•
	Caterin	g (Order placed on through)
	0	Name of Provider:
	0	Food to be set by {date and time}
	0	List menu items here:
	0	List any other info about table setting:
	0	Date confirmed and who verified:
	Set-up	
	0	Set-up by (date and time):
	0	Details:
	0	Detail lay-up (indicate if there is an attachment):
	0	Any specialty details such as RSVP seating:
_		<u></u>
		and sound system
	0	Use existing room podium with logo or bringing one in:

	0	Reserved through (who and when):		
	0	Sound Check (when):		
	Music:			
	0	List details of music:		
		Perform from (insert time:)		
		Sound check (time:)		
		List any specialty items for music:		
		Payment info if necessary:		
	Parking	g:		
	0	Any specialty details of Parking Requirement:		
	0	Date reserved/confirmed and with who:		
	0	If parking attendant being used and VIP guest are attending, provide a list (name & title)		
		•		
		•		
	Photog	raphy:		
	0	Date confirmed and by who:		
	0	Shot list provided		
	Videog	raphy:		
	0	Date confirmed and by who:		
	Preside	ent's Calendar (if necessary) – Date confirmed and with who:		
	Provos	ost Calendar (if necessary) – Date confirmed and with who:		
	Order o	of Program		
	0			
	0			
	0	If printed program is being used		
		To be completed by (date):		
		To be printed (by who and when):		
		Who is picking up and when:		
	Center	pieces		
	0	Detail number and style:		
	0	Detail delivery date/time/location:		
	0	If vases are rented when will they be returned and by who:		
	Tablecl	oths – (Vendor Name:		
	0	Number/size/color:		

	0	Any table skirting required?	
	0	Date and who the order was placed/confirmed with:	
	0	Return date and by who:	
	Vertica	l Banners	
	0	How many:	
	0	Reserved with who and when:	
☐ Invitations (Marketing and Communication)			
	0	Invite List Completed:	
	0	Number needed:	
	0	Mail/Email/both:	
	0	If to be mailed, when and by who:	
	Media		
	0	Who has lead:	
	Other		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		