

Event Preparation Checklist

Event name: _____ Date(s): _____ Day(s) of Week: _____

Contact name / phone / email: _____

Budget: _____

Event type: Internal External Workshop Training Presentation Award Social

Purpose: Meeting Training Open House Wedding Other

Length: Multi-day 8 Hour Half Day 2 Hour

Begin time: _____ End time: _____

Number of attendees: _____ Number of presenters: _____

Audio Visual needed? Y/N

Projector Screen Sound board Microphone Laptop Monitor Speakers

Other _____

Banquet needed? Y/N Breakfast Lunch Dinner Brunch Cocktails Appetizers

Hotel needed? Y/N

Hotel (name and address): _____

Number of rooms: _____ Guests per room: _____

Is the event venue separate from the hotel? Y/N

Venue (name and address): _____

Shuttle needed? Y/N Airport to hotel Hotel to venue Venue to hotel Hotel to airport

Flights needed? Y/N (If yes, flight data will be collected separately.)

Handouts and training materials? Y/N

If yes, please describe what and how many: _____

Other print needs: Invitations email / postal Table tents Event signage Other

Decorations needed? Y/N If yes, please describe:

Hotel

contact: _____

Venue

contact: _____

Catering

contact: _____

Liability insurance needed? Y/N

Photographer? Y/N

DJ? Y/N

Bartender? Y/N

Additional documents:

Attendee list

Flight requests

Rooming list

Budget Tracker

General Agreement

Additional Collateral needed? List below: (i.e. tables, chairs, linens, decorations, etc.)