EVENT PLANNING

|  |  |
| --- | --- |
|  | checklist |

# Event Planning Checklist

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| --- | --- |
| **Name of Event:** | Registration |
| **Date:** |  |
| **Time:** |  |
| **Location:** |  |
| **Event Purpose:** |  |
| **Admin Lead:**  |  |

|  |  |
| --- | --- |
|  | [Event Planning Checklist](#_7a9vzqcg994w)[1. Checklist](#_muu1mo27tre3)[2. Timeline](#_aayv1fnicbve)[2.1. Four Months Prior](#_63djzdoo4ei)[2.2. Two Months Prior](#_bb6xggra0ulw)[2.3. One Month Prior](#_x8x1ffx5gkkj)[2.4. Week of the Event](#_o4j28oir1kiq)[2.5. Day of the Event](#_bdtgh8dr27aa) |

## 1. Checklist

Use this basic checklist to assist your group in planning a successful event. Remember, not all of the specifics that your event requires may be on this sheet, so brainstorm prior to starting your event planning to make sure everything gets covered!

**BRAINSTORMING:**

[After Action Review](https://drive.google.com/file/d/1wQw358m0N2gNJGiNRKwEqIYbS_mX8D9u/view?usp=sharing)

What worked well? What didn’t?

What have we learned from previous events? Timeline

How many people do you need to make the event happen?

Does the event serve a need previously not met on campus?

Do we have the resources to make it happen?

What risks are involved?

**BUDGETING:**

Amount:

Funding Source:

**SHOPPING:**

Supplies needed for your event:

|  |  |  |
| --- | --- | --- |
| **Items** | **Person Responsible**  | **Completed** |
|  |  |  |
|  |  |  |
|  |  |  |

**ADVERTISING: (**Flyers, Posters, Table Tents, Opportunities for Involvement, Social Media, Student Media, Digital Signage)

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| --- | --- | --- |
| **Advertising**  | **Person Responsible**  | **Completed** |
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|  |  |  |
|  |  |  |

## 2. Timeline

### **2.1. Four Months Prior Month(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Task** | **Person Responsible**  | **Completed** |
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### **2.2. Two Months Prior Month(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Task** | **Person Responsible**  | **Completed** |
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### **2.3. One Month Prior Month(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Task** | **Person Responsible**  | **Completed** |
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### **2.4. Week of the Event Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Task** | **Person Responsible**  | **Completed** |
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### **2.5. Day of the Event**

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| --- | --- | --- |
| **Task** | **Person Responsible**  | **Completed** |
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|  |  |  |