



Event Check List

Event Date

Date:

- Conflict with other events checked
- President's Office consulted
- Key players consulted
- Security notified
- Switchboard notified

Internal Notifications

- Speakers identified
- Speakers confirmed
- Briefing Note to President's Office
- Briefing Note to Public Affairs

Venue

Booked

Address or Room Number

Equipment Required

- Microphone
- Podium
- LCD Projector / Screen
- TV / DVD
- Microphone
- Stage Lighting
- Sound System
- Photographer
- Videographer
- Stage
- Flags

Work Requests Submitted

- Facilities
- IT
- Public Affairs

Invitations

- Guest List Developed
- "Save the date" notification sent
- Invitations / event materials designed
- Invitations mailed
- Follow up calls made
- Final attendee numbers confirmed

RSVP Date:

Budget

Estimate

Account Code

Catering

- Booked
- Menu developed
- Drink Options
- Final numbers confirmed
- Liquor Licence
- Food Safe

Name and contact details of caterer:

Entertainment

- Not required
- CD
- Other:

Rentals

- Linens
- Tables
- Chairs
- Plates
- Silverware
- Umbrellas

At the Event

- Event Plan developed
- Seating Plan developed
- Name Tags / Place Cards
- Menu Cards / Programs
- Certificates / Print Material
- Centrepieces
- Room Decor
- Check-in Table

Public Affairs

- Press Release developed
- Media contacted

Other

- Maps
- Flags
- Volunteers
- Parking