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# EVENT CHECKLIST

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Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Registration Time: \_\_\_\_\_

Goal # of Attendees: \_\_\_\_\_

Primary Staff: \_\_\_\_\_

Total Budget: \_\_\_\_\_

Speaker: \_\_\_\_\_

Food Needed: \_\_\_\_\_

Associated Fees: Yes/No    Members \_\_\_\_\_    Non-members: \_\_\_\_\_

## Room Setup

Onsite: \_\_\_\_\_

Set-up: \_\_\_\_\_

Offsite: \_\_\_\_\_

Contact: \_\_\_\_\_

Cost of Venue: \_\_\_\_\_

Set-up: \_\_\_\_\_

## Speaker Information

Name: \_\_\_\_\_

Contact #: \_\_\_\_\_

Additional Presenters: ? Yes/No \_\_\_\_\_

Bringing handouts?: Yes/No    Deadline for copies of handouts: \_\_\_\_\_

Flights Needed?: Yes/No

Information: \_\_\_\_\_

Lodging Needed?: Yes/No

# of Rooms: \_\_\_\_\_    Check-in: \_\_\_\_\_    Check-out: \_\_\_\_\_

Location: \_\_\_\_\_

## Vendor Information

Name: \_\_\_\_\_

Contact #: \_\_\_\_\_

Cost: \_\_\_\_\_

Name: \_\_\_\_\_

Contact #: \_\_\_\_\_

Cost: \_\_\_\_\_

## Pre-Event Checklist

### Need Done

- Event on Backend
- Room Booked

### MARKETING

- Monthly Newsletter
- Email Potential Attendees
- Add to Facebook
- Upcoming Events Flyer
- Add to Community Calendars
- Send Last Chance to Register

### ATTENDEE COMMUNICATION

- Send reminder email, items to bring
- Notify Waitlist of availability

### SPEAKER COMMUNICATION

- Receive Speaker bio and headshot
- Confirm Travel arrangements
- Email time, location, # of attendees
- Confirm Payment

### STAFF COMMUNICATION

- Send Staff Assignments

## Post-Event Checklist

### Need Done

### LOGISTICS

- Mark attendance
- Tab Evaluations

### ATTENDEE COMMUNICATION

- Send follow up w/ requested items
- Send invoices

### SPEAKER COMMUNICATION

- Send thank you and tabbed evaluations

## Event Checklist

### Need Done

### A/V REQUIRED

- PowerPoint Presentation
- Clicker
- Audio
- Microphone: \_\_\_\_\_

### REGISTRATION MATERIALS

- Printed Name Badges
- Presenter Name Badge
- Generic Name Badges
- Table Tents
- Sign in Sheet
- Payment Sheet
- Membership Information
- NPC Business Cards
- Credit Card Form
- NPC Sign

### PRESENTATION MATERIALS

- Pens
- Markers
- Flip charts: \_\_\_\_\_
- Easels: \_\_\_\_\_
- Evaluations
- Printed Worksheets
- Printed Speaker Bio

### FOOD/SUPPLIES FROM OFFICE

- Coffee
- Carafe
- Sugar/Creamer/Stirrers
- Tea
- Water
- Soda
- Cups
- Napkins
- Plates
- Bowls
- Forks/knives/spoons
- Platters
- Serving Bowls