

## Checklist For Event Planning

Identify the tasks that need to be completed and delegate them. Set a completion date for each task. Circle the items that are relevant to your program. All items are not needed for every program. Please feel free to print this page and use it as often as needed.

### BEFORE THE EVENT:

#### The budget:

Prepare proposed budget

Identify funding sources

Completion date

Assigned to

Date completed

#### General:

Check the university calendar

Reserve facility

Prepare and sign contracts

Reserve equipment

Coordinate room setup

Arrange for security

Arrange for disability accommodations

Completion date

Assigned to

Date completed

#### Comply with Cornell policies :

Sales

Fund-raising

Use of CU logo

Noise

Bonfire

Event Registration Form/UUP

Completion date

Assigned to

Date completed

#### Decorations Committee:

Decide on the theme

Design

Purchase Materials

Construct

Completion date

Assigned to

Date completed

#### Entertainment Committee:

Contract performer(s)

Process payment(s)

Completion date

Assigned to

Date completed

#### Promotion Committee:

Develop strategy and schedule

Design posters

Write and distribute press releases

Write and submit newspaper ads

Write and submit radio/TV ads

Completion date

Assigned to

Date completed

#### Catering Committee:

Set menu

Choose caterer

Completion date

Assigned to

Date completed

#### Production Committee:

Arrange for equipment

Arrange for transportation

Arrange for lodging

Arrange for meals

Completion date

Assigned to

Date completed