

Event planning checklist

Official name of event: _____

Sponsor(s): _____

Date(s)/time(s): _____

Location(s): _____

Budget code(s): _____ Fiscal worksheet completed: _____

Availability of speakers/VIPs confirmed: _____ Honoraria approved/completed: _____

Space reservation(s) confirmed: _____ Hotel reservations made: _____

A/V technology needs requested/confirmed: _____

Registration forms/Web site requested: _____

VCU calendars updated: _____ Web site(s) updated: _____

Date saver sent: _____ Fliers mailed/distributed: _____

Invitations ordered: _____ Invitations mailed: _____

Awards/gifts ordered: _____

Parking notified/coupons ordered: _____

Food memo completed/required DO#s requested: _____

Catering contract finalized: _____

Chairs/tables, florals, tablecloths, easels ordered: _____

Event folders designed/printed: _____

Signage, name tags, reserved signs, etc., completed: _____

Final program text approved/program printed: _____

Key contacts	Phone number	E-mail
_____	_____	_____
_____	_____	_____
_____	_____	_____