EVENT CHECKLIST

Use this event checklist to keep track of what tasks you have to complete before your clubs' event. The timeline provided is a base, but there are deadlines you need to keep in mind, such as Event Requests needing to be submitted 4 weeks in advance, catering requests and event funding. Always check in with the Club Coordinator to make sure you're on track and not missing any key components.

10 WEEKS BEFORE:

- ☐ Establish Event Goals and Objectives
- ☐ Decide Budget
- ☐ Check in with Club Coordinator
- ☐ Delegate tasks to committee/club members
- ☐ Identify any Risks

9 WEEKS BEFORE:

- ☐ Set a Date and Time
- ☐ Choose Location/platform
- ☐ Choose a Theme/Topic
- ☐ Create a basic agenda
- ☐ Meet with Organizers (faculty, club, external guests)

8 WEEKS BEFORE:

- ☐ Apply for Event Funding
- ☐ Book Space on Campus (Event Request Form)
- ☐ Plan set-up logistics for day of event
- ☐ Create marketing plan
- ☐ Research Speakers
- ☐ Confirm virtual platform license

6 – 7 WEEKS BEFORE:

- ☐ Secure Speakers
- ☐ Secure MC/Host
- ☐ Send save the Date
- ☐ Create Social Media Event Page

5 WEEKS BEFORE:

- ☐ CONFIRM speakers/guests
- ☐ Set up Eventbrite or other RSVP/ticketing software
- ☐ Send invite to industry/alumni
- ☐ Market event at Set Rep meetings

4 – 3 WEEKS BEFORE:

- ☐ SUBMIT EVENT REQUEST
- ☐ Market event around campus
- ☐ Book catering
- ☐ Confirm any AV requirements

2 – 1 WEEK BEFORE:

- ☐ Send reminder to guests
- ☐ Send reminder to speakers
- ☐ Arrange photography at event
- ☐ Create sign-in form
- ☐ Create name tags

WEEK OF EVENT:

- ☐ Follow up on catering
- ☐ Follow up on AV
- ☐ Ensure signage created
- ☐ Write thank you cards
- ☐ Test run on virtual platform
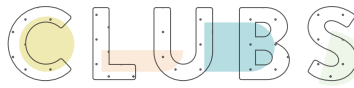
DAY OF EVENT:

BEGINNING OF DAY:

- ☐ Post signage
- ☐ Review and Print attendance for event
- ☐ Gather AV equipment and inventory other equipment needs
- ☐ Be familiar with location

AS SOON AS THE ROOM IS AVAILABLE:

- ☐ Set up seating/ registration table
- ☐ Ensure room is clean and ready

1 HOUR BEFORE:

- ☐ Set up banners
- ☐ Get catering
- ☐ Set up AV
- ☐ Set out any forms needed
- ☐ Test Event link

AFTER:

- ☐ Remove signage
- ☐ Collect leftover forms
- ☐ Return AV supplies
- ☐ Return banner and supplies
- ☐ Put all equipment back as instructed by Event Manager or Club Coordinator

POST – EVENT:

- ☐ Write Post-Event Report
- ☐ Thank all speakers and attendees
- ☐ Send out post event evaluation
- ☐ Debrief with committee