

BCIT Student Association

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
- 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

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:

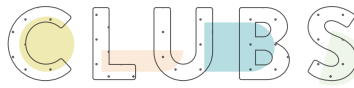
- SUBMIT EVENT REQUEST
- Market event around campus
- Book catering
- Confirm any AV requirements

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



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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

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