



# Event Planning Form

This form is meant to be used as a checklist; please complete this form and submit to Advancement one month prior to the event. Save a copy for yourself and please set-up a meeting with Advancement before your event. Advancement will not be coordinating all items on this list; please communicate to all departments that you designate with your needs and deadlines.

Event Title \_\_\_\_\_ Event Coordinator(s) \_\_\_\_\_

Event Date & Time \_\_\_\_\_ Event Rain/Reschedule Date \_\_\_\_\_ Event Location \_\_\_\_\_

☐ I notified Advancement of my event

☐ I met with Advancement prior to my event

## I will need the following for my event:

## Notes/Specifications/Need by Date

## Person/Department Responsible

<input type="checkbox"/> Food		
<input type="checkbox"/> Drinks		
<input type="checkbox"/> Video or Audio Equipment		
<input type="checkbox"/> Greeters/Check-in Table		
<input type="checkbox"/> Decorations		
<input type="checkbox"/> Signage		
<input type="checkbox"/> Chair Set-Up		
<input type="checkbox"/> Table Set-Up		
<input type="checkbox"/> Advertising		
<input type="checkbox"/> Newspaper Ad		Advancement
<input type="checkbox"/> Facebook		Advancement
<input type="checkbox"/> Website/Weekly Update		Advancement
<input type="checkbox"/> Poster		
<input type="checkbox"/> Flyer		
<input type="checkbox"/> Email Invite		
<input type="checkbox"/> Mailed Invite		
<input type="checkbox"/> Text Alert		
<input type="checkbox"/> Transportation/Busing		
<input type="checkbox"/> Ticket Sales • Cost per ticket \$ _____		
<input type="checkbox"/> Online		
<input type="checkbox"/> At the door		
<input type="checkbox"/> Printed programs		
<input type="checkbox"/> Photography		
<input type="checkbox"/> Off-campus equipment rental		
<input type="checkbox"/> Merchandise made		

## Post Event Checklist

## Person Responsible

<input type="checkbox"/> Clean the areas used	
<input type="checkbox"/> Put all items away	
<input type="checkbox"/> Collect trash	
<input type="checkbox"/> I need reimbursement for costs	submit receipts to book keeper Amount \$ _____
<input type="checkbox"/> Send photos to Advancement	