Event Checklist – Faculty & Staff

*Note: Not all items on this list may be applicable to your event.*

Event Name:
Event Contact:
Name: Department:
Phone: Email:
Event Location:
Event Date:
Event Time(Start & End):

1. **Event Concept, Goal Setting, & Program Development:**
   - Event goals established
   - Program format selected
   - Add to university calendar
   - Add to president’s, deans’ or vice presidents’ calendars
   - Checked for potential date/time conflicts (i.e. other campus or community events)
   - VIPs/speakers confirmed
   - Other program participants invited/confirmed
   - Reserved seating locations for VIPs/speakers
   - Entertainment selected
   - Staging
   - Photography
   - Volunteers
   - Entertainment/speaker contracts reviewed by university council

2. **Budget:**
   - Created
   - Approved

3. **Hospitality:**
   - Travel arrangements
   - Hotel accommodations
   - Rental car/transportation
   - Interpreter
   - Campus tour
   - Event volunteers assigned duties and briefed

4. **Invitations:**
   - Guest list created
   - Design (project request form completed or self-design approved)
   - Proofread
   - Print
   - Mail/Email
_RSVP list

5. **Event Location:**
   - Room requested & confirmed
   - Site visit
   - Rain location chosen & reserved, if applicable

6. **Publicity:**
   - Campus announcement
   - Event listed on university website
   - Press release
   - Event promotion (post cards, posters/flyers, social media)

7. **Printed Items:**
   - Programs
   - Name tags
   - Menu cards
   - Place cards
   - Table numbers
   - Posters
   - Flyers
   - Invitations
   - RSVP cards
   - Directional signage
   - Parking signage
   - Reserved seating signs

8. **Awards & Gift Items:**
   - Award, certificate, plaque
   - Logistics for award presentation: who will present, when will presentation occur during program
   - Attendee giveaway

9. **Room Set Up:**
   - Room layout chosen
   - Set up requested through site contact
   - Tables/chairs
   - Stage
   - Tables/chairs on stage
   - Lectern/podium

10. **A/V & Technology Needs:**
    - Power source
    - Laptop
Logins and passwords
Network access, wired or wifi
Projector with remote
Screen
Podium microphone or other microphones
DVD player
Background music

11. Catering:
- Event date reserved with Armstrong catering
- Type of menu: buffet, served meal, reception
- Menu items selected
- Notified catering of any guests’ dietary restrictions
- Alcohol permits secured (Armstrong permit if anywhere on campus besides Armstrong Center, state & city permits required for alcohol service in Armstrong Center)
- Linens chosen & ordered
- Attendee count confirmed with catering

12. Event Equipment & Décor:
- Table centerpieces
- Stage plants
- Easels
- Registration table
- Banners
- Flags
- Water for speakers
- Coat rack
- Ceremonial scissors or shovels

13. Safety, Transportation & Parking:
- University police notified of event
- Parking reserved
- Parking attendant
- Extra safety officers
- Directions/map sent to guests
- Parking signage in place
- Transportation from parking area to on campus location provided, if necessary

14. Event Follow-Up:
- Event summary/evaluation
- Thank you notes
- Photos for participants
- Invoices paid