|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Comments** | **Due** | **Responsibility** | **Completed** |
| *PLANNING* |  |  |  |  |
| Decide on an event and purpose |  |  |  |  |
| Set budget |  |  |  |  |
| Assign responsibilities |  |  |  |  |
| Select possible dates |  |  |  |  |
|  |  |  |  |  |
| *PREPARATION* |  |  |  |  |
| Reserve venue / location |  |  |  |  |
| Alternate location (if outdoor event) |  |  |  |  |
| Book audio visual equipment |  |  |  |  |
| Book speaker / band etc |  |  |  |  |
| Begin promotion |  |  |  |  |
| Print program / collateral |  |  |  |  |
| Catering? |  |  |  |  |
| Assign event hosts |  |  |  |  |
| Invitation list and RSVPs |  |  |  |  |
| Plan on the day logistics |  |  |  |  |
|  |  |  |  |  |
| *PRE-EVENT* |  |  |  |  |
| Event run sheet completed |  |  |  |  |
| Any last minute issues? |  |  |  |  |
| Verify items from above |  |  |  |  |
| Put evaluations in place |  |  |  |  |
|  |  |  |  |  |
| *EVENT* |  |  |  |  |
| Set up complete 30 mins prior |  |  |  |  |
| Work to event run sheet |  |  |  |  |
|  |  |  |  |  |
| *POST-EVENT* |  |  |  |  |
| Compile and review evaluations |  |  |  |  |
| Compile learning’s for future events |  |  |  |  |