**Master Event checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Event date:*** | ***Assigned to*** | ***When*** | ***Notes*** |
| Theme (name, tag line) | Admin |  |  |
| Create timeline / agenda of event (intro, close, breaks, etc.) | Admin |  |  |
| Budget | Admin |  |  |
| Tickets | Marketing |  |  |
| * Cost |  |  |  |
| * Comps |  |  |  |
| * Levels |  |  |  |
| Venue | venue |  |  |
| * Fee |  |  |  |
| * Equipment availability |  |  |  |
| * Screen |  |  |  |
| * Projector |  |  |  |
| * Laptop |  |  |  |
| * Podium |  |  |  |
| * Microphone |  |  |  |
| * Who sets up |  |  |  |
| * Room for seating and mingling |  |  |  |
| * Central location |  |  |  |
| * Good parking |  |  |  |
| * Wi-fi access |  |  |  |
| * Flowers |  |  |  |
| * Balloons |  |  |  |
| * Additional tables needed |  |  |  |
| * Final Confirmation |  |  |  |
| * Music |  |  |  |
| * Paper |  |  |  |
| * Pens |  |  |  |
| Caterer | Venue |  |  |
| * Beverages all day |  |  |  |
| * Water on table |  |  |  |
| * Meal |  |  |  |
| * Snacks |  |  |  |
| * Candy on tables |  |  |  |
| * Cost per person |  |  |  |
| * Linens |  |  |  |
| * Final Confirmation |  |  |  |
| * Food in back |  |  |  |
| Speaker | Speaker |  |  |
| * Who |  |  |  |
| * Topic |  |  |  |
| * Times |  |  |  |
| * Compensation |  |  |  |
| * Powerpoint |  |  |  |
| * Podium |  |  |  |
| * Small Table |  |  |  |
| * Person to sell back of room |  |  |  |
| * Microphone |  |  |  |
| * Screen |  |  |  |
| * Projector |  |  |  |
| * Testimonials |  |  |  |
| * Bio |  |  |  |
| * Presentation details |  |  |  |
| * Introduction of Speaker |  |  |  |
| * Final Confirmation |  |  |  |
| * Airport Transportation |  |  |  |
| * Hotel Transportation |  |  |  |
| * Meet and Greet |  |  |  |
| * Lunch after event |  |  |  |
| * Name Tag |  |  |  |
| * Send list of name, addresses to Admin |  |  |  |
| Vendors | Vendors |  |  |
| * Tables |  |  |  |
| * Logo for marketing |  |  |  |
| * Special instructions |  |  |  |
| * Final Confirmation |  |  |  |
| * Send invoice |  |  |  |
| * Follow up on satisfaction |  |  |  |
| * Send list of name, addresses to Admin |  |  |  |
| Sponsors | Vendors |  |  |
| * # of comp tickets needed |  |  |  |
| * Send invoice |  |  |  |
| * Last minute reminder |  |  |  |
| * PowerPoint |  |  |  |
| * Turn off during speaker presentation |  |  |  |
| * Turn on during breaks |  |  |  |
| * Logos |  |  |  |
| * Special Instructions |  |  |  |
| * Final Confirmation |  |  |  |
| * Follow up on satisfaction |  |  |  |
| * Send list of name, addresses to Admin |  |  |  |
| Photographer / Videographer | Venue |  |  |
| * Picks of vendors, door prize winners, door prize donations, committee, speakers, |  |  |  |
| * Crete list of pics needed |  |  |  |
| Donations |  |  |  |
| * Sponsorships | Vendors |  |  |
| * Door prizes | Door Prizes |  |  |
| * Swag bags | Door Prizes |  |  |
| * Raffle prizes | Door Prizes |  |  |
| * Signs recognizing donation | Admin |  |  |
| * How often recognize? | Door Prizes |  |  |
| * Determine how to distribute – pick own, Chinese , hand out | Door Prizes |  |  |
| * Send list of name, addresses to Admin |  |  |  |
| Marketing plan | Marketing |  |  |
| * Social media |  |  |  |
| * Emails |  |  |  |
| * Copy for website written |  |  |  |
| * Copy for sponsors written |  |  |  |
| * Press release written |  |  |  |
| * Media - Ads |  |  |  |
| * Flyers |  |  |  |
| * Bag Stuffers |  |  |  |
| * Personal Phone Calls |  |  |  |
| * Each one bring one campaign |  |  |  |
| * Online listings |  |  |  |
| * Create website |  |  |  |
| Program, handout | Admin |  |  |
| * Speaker info |  |  |  |
| * Time line |  |  |  |
| * Organization Info |  |  |  |
| * Future events |  |  |  |
| * Sponsor Recognition |  |  |  |
| * Donation Recognition |  |  |  |
| * Committee Recognition |  |  |  |
| * Vendor Recognition |  |  |  |
| Volunteers | Volunteers |  |  |
| * Greeter Door |  |  |  |
| * Greeter Entry |  |  |  |
| * Info table |  |  |  |
| * Raffle |  |  |  |
| * Assemble swag bags |  |  |  |
| * Membership / Join Organization |  |  |  |
| * Set-up |  |  |  |
| * Tear-down |  |  |  |
| Membership | Volunteers |  |  |
| * Communicate New member incentives |  |  |  |
| * Paper / Online Membership |  |  |  |
| * Info table |  |  |  |
| * Form with member benefits |  |  |  |
| * Rack cards with member to member discounts |  |  |  |
| Registration | Volunteers |  |  |
| * How |  |  |  |
| * Online checkin |  |  |  |
| * Name tags |  |  |  |
| Printing |  |  |  |
| * Signage | Admin |  |  |
| * Raffle tickets | Door Prizes |  |  |
| * Posters | Marketing |  |  |
| * Program | Admin |  |  |
| * Evals | Admin |  |  |
| * Misc Forms |  |  |  |
| * Note pads with logos | Venue |  |  |
| Distribute evaluation sheets | Admin |  |  |
| Signage outside | Venue |  |  |
| Signage inside | Venue |  |  |
| Room setup diagram – registration, vendors, door prizes, seating | Venue |  |  |
| Tech set-up & practice | Venue |  |  |
| Welcome |  |  |  |
| Close |  |  |  |
|  |  |  |  |
| After: |  |  |  |
| * Compile Evals | Admin |  |  |
| * Send Pictures for Posting on FB page |  |  |  |
| * Thank you for facility | Admin |  |  |
| * Thank you speakers & $$? | Admin |  |  |
| * Thank you for food vendor | Admin |  |  |
| * Follow up w/ participants – email | Admin |  |  |
| * Follow up w/ participants – phone |  |  |  |
| * Social Media shout outs |  |  |  |
| * Thank you door prize | Admin |  |  |
| * Thank you sponsors | Admin |  |  |
| * Thank you vendors | Admin |  |  |
| * Add visitors to mailing list | Admin |  |  |
| * Send Press Release |  |  |  |
| * Follow up with visitors |  |  |  |
| * Follow up with sponsors, door prize, vendors | Admin |  |  |
| * Crete post event press release |  |  |  |
| * Distribute post event press release |  |  |  |
|  |  |  |  |

What went well?

What would we like to change?