

Event Planning Checklist

Use this basic checklist to assist your group in planning a successful event. Remember, we may not have all of the specifics that your event requires on this sheet, so brainstorm prior to starting your event planning to make sure everything

Name of Event: _____

Date: _____

Time: _____

Location: _____

Event Purpose: _____

Fundraising Goal: _____

BUILD YOUR TEAM

- Will the event work?
- Target attendance for event?
- Who will Host the event?
- Who will we recruit for the Host Committee?
- Who will be the Committee Chair for this event and what sub-committees are needed?

BUDGETING

- See sample budget planning sheet (attached)

SCHEDULING

Person in charge: _____

- Talk with the appropriate room reservation office
 - What size room do you need?
 - What kind of tech needs do you have?
 - What can you afford?
- Tentatively book a couple of dates
- Call your performer or vendor (if applicable) and schedule the performance date
- Call the reservation office back to confirm your date
- Schedule a meeting to go over your tech needs and room set-up
- Schedule the travel arrangements for your performer (if necessary), including a ride to and from the airport
- and/or hotel
- Book hotels and/or make dinner reservations for your performer

PERMITS

Person in charge: _____

- Food Permit filled out
- Outdoor Space Permit filled out
- Sound Permit filled out
- Sanitation Permit filled out
- Sales/fundraising permit filled out
- Security Scheduled
- Film License

SPONSORS

Person in charge: _____

- Collect payment from Sponsors
- What measures are you taking to ensure you can pay your performer/vendors up front?

ADVERTISING

Person in charge: _____

- Postering
- E-mailing Blast
- Other forms of digital marketing FB, Twitter, Insta
- Post card invite or event invitation

SHOPPING

Person in charge: _____

- Supplies needed for your event:
 - Plates, Cups, Silverware, & Napkins
 - Decorations
 - Cashbox & Square for on-site credit card gifts
 - Performer specific items/requests
 - Other: _____

WEEK PRIOR

Person in charge: _____

- Call and confirm reservations details
- Confirm all permits have been signed & secure and are completely ready for pick up
- Call performer and make sure travel arrangements are secured
- Assign event shifts for group volunteers (set-up, during, take down)
- Create any programs or fliers needed at the event

DAY OF EVENT

Person in charge: _____

- Pick up performer/vendor; drive to venue
- Compile performer requests in dressing room
- Arrive early for the event for set-up
- Meet vendors at the event and assist with set-up

AFTER THE EVENT

Person in charge: _____

- Send thank you notes to performers and to volunteers who worked extra hard
- Do a post-event evaluation (see example attached)
- Make sure to pay all bills and turn in all grant paperwork on time!

BUDGET PLANNING WORKSHEET
 Here is a sample worksheet to set your project budget.

ANTICIPATED EXPENSES		ANTICIPATED INCOME	
Facilities Rental	\$ _____	Admission Fees	\$ _____
Food/Catering Services	\$ _____	Sponsors Name	Amount
Lodging	\$ _____	_____	\$ _____
Publicity	\$ _____	_____	\$ _____
Speakers Fees/Honorariums	\$ _____	_____	\$ _____
Supplies	\$ _____	_____	\$ _____
Technical Support	\$ _____	_____	\$ _____
Travel	\$ _____	_____	\$ _____
Security	\$ _____	_____	\$ _____
Films License or Permits	\$ _____	_____	\$ _____
Registration fees	\$ _____	Other Income	\$ _____
Other	\$ _____		
Total	\$ _____	Total	\$ _____

If your expenses are greater than your income, you may need to adjust your program accordingly.

Thanks for attending the HMS 10th annual business networking event! Please provide us with some event feedback below.

I really like the following about today's event:

I would suggest you consider the following to improve future events:

I have the following input on future topics, speakers or host sites for next/future years of the business networking breakfast:

I would be interested in learning more info about any of the following (check all that apply):

- I am interested in learning more about hosting Venture students for job shadowing or internship opportunities in my organization.
- I would like to learn more about getting involved in EITC/OSTC programs to assist need-based scholarships at Hinkletown Mennonite School.
- I would like to learn more about the priorities for fine arts, high school Venture, athletics and more to impact current and future students through the Spaces to Gather and Grow Campaign.

The best way to contact me is: Email: _____

Phone: () _____

Name (optional): _____

POST-EVENT EVALUATION

1. Did we meet our goals/objectives with this event?
2. Did we meet our budgetary goals?
3. Did we have enough volunteers for the event?
4. What could we have done differently to make the event better/more productive?
5. Did we have enough advertising/PR for the event? How could we have made this better?
6. Did we execute the program in a professional manner?
7. Did we face any group conflict with this program? What was it? How was it resolved? What could we have done differently?
8. Would we bring this vendor/performer in again? Was it worth it?
9. Would we execute a similar program in the future? What changes would we make?
10. How does this program allow us to grow as a group, officers, and leaders? Was it a good program?