

Event: _____

Date: _____ **Time:** _____

Budget

| Task | Due Date | Assigned To | Date Completed |
|--------------------------|----------|-------------|----------------|
| Provide budget estimate | | | |
| Identify funding sources | | | |
| Track expenses | | | |

General

| Task | Due Date | Assigned To | Date Completed |
|---|----------|-------------|----------------|
| Choose event date | | | |
| Cross-check date with University and community calendars and key participants | | | |
| Reserve venue | | | |
| Prepare/sign contracts | | | |
| Discuss preliminary setup details with venue staff | | | |
| Create subcommittees | | | |
| Submit event brief to UCOM | | | |

Attendees/Invitations

| Task | Due Date | Assigned To | Date Completed |
|---|----------|-------------|----------------|
| Create invitation list | | | |
| Share list with relevant parties | | | |
| Create invitation | | | |
| Send Save the Date | | | |
| Send Invitation | | | |
| Track RSVPs | | | |
| Share list of those attending with relevant parties | | | |
| Create name tags | | | |
| Create chair tags | | | |

Venue

| Task | Due Date | Assigned To | Date Completed |
|---|----------|-------------|----------------|
| Decide on room set up | | | |
| Reserve rain location | | | |
| Approve room diagram | | | |
| Confirm necessary AV equipment is available | | | |
| Confirm AV support provided by venue staff | | | |
| Provide final attendee count | | | |
| Approve final setup | | | |

Catering

| Task | Due Date | Assigned To | Date Completed |
|---|----------|-------------|----------------|
| Provide budget | | | |
| Choose menu | | | |
| Complete necessary forms for liquor license (at least 4 weeks notice) | | | |
| Arrange for rented linens | | | |
| Arrange for floral centerpieces/ buffet displays | | | |
| Confirm timeline of service | | | |
| Confirm number of attendees | | | |
| Provide seating chart | | | |
| Provide dietary restrictions/allergies | | | |
| Create menu cards | | | |
| Create allergy cards | | | |
| Create chair tags | | | |

Attendee Relations

| Task | Due Date | Assigned To | Date Completed |
|--------------------------------|----------|-------------|----------------|
| Create nametags | | | |
| Assign seating | | | |
| Create place cards | | | |
| Create chair tags | | | |
| Assign hosts to special guests | | | |
| Communicate final details | | | |
| Confirm parking for guests | | | |

Event Itinerary

| Task | Due Date | Assigned To | Date Completed |
|---|----------|-------------|----------------|
| Create event overview – chain of events | | | |
| Identify speaker(s) and entertainment | | | |
| Confirm details of special presentations | | | |
| Confirm speaker(s) and entertainment | | | |
| Confirm whether your event will be unscripted, make use of bulleted remarks only, or require a full script with event details | | | |
| Create printed program | | | |
| Order printed program | | | |

Publicity

| Task | Due Date | Assigned To | Date Completed |
|-------------------------------------|----------|-------------|----------------|
| Publicize in <i>Creighton Today</i> | | | |
| Publicize in Creighton Calendar | | | |

Manage Vendors

| Task | Due Date | Assigned To | Date Completed |
|--|----------|-------------|----------------|
| Arrange for photographer | | | |
| Arrange for videographer | | | |
| Order centerpieces | | | |
| Order table linens | | | |
| Confirm final details with all vendors | | | |

Pre-Event

| Task | Due Date | Assigned To | Date Completed |
|-------------------------------------|----------|-------------|----------------|
| Recruit volunteers and assign tasks | | | |
| Create day-of timeline | | | |
| Pack items for event | | | |

After Event

| Task | Due Date | Assigned To | Date Completed |
|--|----------|-------------|----------------|
| Send thank you notes | | | |
| Send photos from event to honorees or special guests | | | |
| Process final payments | | | |
| Create expense report | | | |
| Make post-event notes on improvements for next year | | | |
| Reserve venue for following year (annual events) | | | |

