



About:

Event:

Date:

Lead:

Key Persons:

Details:

Location confirmed:

Access to-from space:

Access within space:

Speakers confirmed:

Supplies purchased or arranged (attached)

Event scenario complete (attached)

Volunteers Required & scheduled:

Prizes purchased or arranged

Promotion Prepared

Equipment Confirmed (attached)

Technology

Attached:

Event Scenario

Supply List

Equipment List

Volunteer Schedule

Event Planning Checklist

Event Planning Summary and Checklist

Event:

Date:

Time:

Location:

Coordinator(s):

Event Logistics

Resource Checklist – Examples of materials you may need

Do I need to bring...

Banners Yes No

Bios of presenters Yes No

CD player/music Yes No

Decorations Yes No

Directional signs Yes No

Electronic copies of presentations Yes No

Extension Cord Yes No

Flipchart Yes No

Gifts for guests Yes No

Highlighters Yes No

Hitching posts Yes No

Keys to storage areas Yes No

Keys to venue Yes No

Laptop Yes No

Markers Yes No

Masking Tape Yes No

Megaphone Yes No

Microphone Yes No

Nametags Yes No

Notepads Yes No

Packing tape Yes No

Participant kits Yes No

Pens/pencils Yes No

Pipe and drape Yes No

Plastic cutlery Yes No

Plates/cups/napkins Yes No

Podium Yes No

Potted Plants Yes No

Prizes Yes No

Program displays Yes No

Recycling bin Yes No

Refreshments Yes No

- Registration Sheets Yes No
- Reserved Seating Signs Yes No
- Rugs Yes No
- Sammy suit Yes No
- Scoresheets Yes No
- Scotch tape Yes No
- Stamper/inkpad Yes No
- Tablecloths/tableskirts Yes No
- Tables and Chairs Yes No Trolley Yes No
- T-shirts Yes No
- Water for speakers Yes No
- Welcome signs Yes No
- Sharpies Yes No
- Parking Yes No
- Media Contacted Yes No
- Phone Numbers Yes No
- Project Plan Yes No
- Recycling Signage Yes No

Important things to always keep on hand:

- Copies of event scenario
- Checklist
- Important phone numbers
- Copies of applicable hosting forms
- Pen
- Cell phone
- Project Plan with special master lists (i.e. room numbers, small group lists.)
- Paper/clipboard
- Campus maps
- Masking Tape
- Sharpie
- Safety pins
- Tylenol
- Bottle of water

Questions to Ask Yourself

- ☐ Have we prepared a budget?
- ☐ Have posters been designed?
- ☐ Has the event been advertised on my.mun.ca, posters, list-servs?
- ☐ Are all the needed materials, resources, decorations gathered, organized, and ready?
- ☐ Have I made sure my event meets needs of all participants? (i.e. wheelchair accessible, hearing devices from the Blundon Centre, suitable events for international students.)
- ☐ Have I prepared an event scenario and project plan?
- ☐ Have I prepared a diagram of the floor plan and set-up?
- ☐ Have I prepared remarks for those needing to speak?
- ☐ Have all speakers, guests, and performers been contacted and kept notified?
- ☐ Have I sent event scenarios and hosting forms to those needing them?
- ☐ Have I ensured that my event will follow the correct protocol for special guests?
- ☐ Does my event fit with the overall theme?
- ☐ Have I met all the important deadlines?
- ☐ Have I kept track of my duties and tasks in a critical path format for coordinators who may be conducting a similar event in the future?
- ☐ Have I kept track of money spent in collaboration with the Coordinator?

WHO: Who will attend?

WHAT: What is the purpose of the event?

WHEN: When is the best time for the event?

WHERE: Where is the best location?

WHY: Why are we having this event?

HOW: How should the event unfold?

Supply List

Description	Cost	Location	Needed by

Equipment List

Description	Cost	Vendor & Contact	Details

