



## Event Planning Checklist

Date: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Time(s): Social \_\_\_\_\_ Meal \_\_\_\_\_ Speaker \_\_\_\_\_ Other \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

### MEETING COSTS

|                   | Budgeted Amount | Actual Cost |
|-------------------|-----------------|-------------|
| Room Rental       |                 |             |
| Hors D'oeuvres    |                 |             |
| Meal              |                 |             |
| Beverages         |                 |             |
| Bartender         |                 |             |
| Cashier           |                 |             |
| Tips              |                 |             |
| Equipment Rentals |                 |             |
| Service Charges   |                 |             |
| Decorations       |                 |             |
| Miscellaneous     |                 |             |
| TOTAL:            |                 |             |

\_\_\_\_ Tax Exempt Form from Alumni Relations

\_\_\_\_ Estimated per person cost

### FOOD/BEVERAGE

Caterer's deadline for reservation count: \_\_\_\_\_

Menu: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Guests' R.S.V.P. Deadline: \_\_\_\_\_

Invitations should be mailed to: \_\_\_\_\_ Area alumni \_\_\_\_\_ OC Friends \_\_\_\_\_ Incoming students

\_\_\_\_\_ Parents of Incoming students \_\_\_\_\_ Current students \_\_\_\_\_ Parents of current students

\_\_\_\_\_ Other

LOCAL PUBLICITY (newspaper, radio, television, telephone): \_\_\_\_\_

EVENT PHOTOGRAPHER: \_\_\_\_\_

**GUEST SPEAKER**

Speaker's Name and Title: \_\_\_\_\_

Speaker's Topic: \_\_\_\_\_

Speaker's Telephone: Business ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Hotel Accommodations: \_\_\_\_\_

Transportation: \_\_\_\_\_

Who will introduce Speaker?: \_\_\_\_\_

**SITE ARRANGEMENTS**

Room Capacity: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_ Lectern \_\_\_\_\_ Pointer \_\_\_\_\_ PA System \_\_\_\_\_ Projector/Screen \_\_\_\_\_ VCR  
\_\_\_\_\_ Remote Switch \_\_\_\_\_ Other

Who will staff registration table?: \_\_\_\_\_

Petty cash needed for walk-ins: \_\_\_\_\_

Registration Materials: \_\_\_\_\_ Reservation List \_\_\_\_\_ Name Tags \_\_\_\_\_ Sharpies \_\_\_\_\_ Other

**MEETING FORMAT**

Who will emcee?: \_\_\_\_\_

Suggestions for Meeting Format:

\_\_\_\_\_ Welcome and Announcements

\_\_\_\_\_ Acknowledgments

\_\_\_\_\_ Club Business

\_\_\_\_\_ Introduction of Guest Speaker

\_\_\_\_\_ Closing Remarks

\_\_\_\_\_ Other

**MEETING FOLLOW-UP**

\_\_\_\_\_ Thank you letters written

\_\_\_\_\_ Onsite registration funds remitted to Alumni Relations

\_\_\_\_\_ Bills paid

\_\_\_\_\_ Online evaluation uploaded

\_\_\_\_\_ Club Event Report returned to Club Coordinator &amp; Alumni Relations

\_\_\_\_\_ Other