



Event Planning Checklist

Consider what support you will need for your event and submit a request to the specific teams below.

COMMUNICATIONS

- Logo/Graphics
- Promotional Slide
- Slide Support
- Handouts
- Posters/Signs/Banners
- Social Media
- Promotional Items

FACILITIES

- Building Access/Use
- Tables
- Chairs
- Trash Cans
- Tents
- Coolers
- Cones
- Safety/Police

TECH ARTS

- Video
- Photography
- Sound & Lighting

I.T.

- Computers & Devices
- Network/Hardware/Software
- Online Registration

Team Building

Consider what volunteer teams you will need for your event.

SET UP/TEAR DOWN/CLEANUP TEAM

- Set up items as needed for event and tear down (chairs, tables, tents...)
- Clean up by sweeping / mopping, wiping down tables, and taking out all trash

FOOD TEAM

- Plan and purchase all food, paper goods, and drinks needed for the event
- Set up and serve food (consider to go containers for leftovers)

DECORATIONS TEAM

- Plan and purchase all decorations needed for the event
- Set up decorations the day of the event and Clean up all decorations immediately following the event

PROGRAM TEAM

- Plan the program for the evening (What is the schedule? Who is saying/singing what? Who is announcing next step opportunities? Who is giving instructions on what to do?)
- Work with Technical Team to provide all sound, lighting, computer, video needs for the event

ENTERTAINMENT/RECREATION TEAM

- Purchase or Secure needed entertainment/ recreation for the event (games, rec, etc...)

SUPPLIES TEAM

- Name tags, handouts, pencils, pens, etc...
- Giveaways/T-Shirts

FIRST IMPRESSIONS/CHECK-IN TEAM

- Secure Greeters and registration volunteers

COMMUNICATION TEAM

- Take photos at your event
- Plan Post event social media content

PARKING/TRANSPORTATION TEAM

FACILITIES/SAFETY TEAM

- Secure Facilities and needed items (trash cans, tables, chairs, coolers, permits...)
- Secure Police Officers and/or Safety Team for traffic and safety needs

FOLLOW UP TEAM:

- Celebration (Thank you to volunteers, etc...)
- Evaluation