

Event Planning Checklist

Event Title: _____ Sponsoring Organization: _____

Event Date: _____ Person Responsible: _____

Location: _____ Phone #: _____

Email: _____

| 4 - 6 Weeks before event begins | | | |
|---|-----------------|--------------------|-----------------------|
| Task to be completed | Due Date | Assigned to | Date Completed |
| Submit proposal to CAB or Colket Center | | | |
| Submit publicity plan with proposal | | | |
| Reserve your facility thru Colket Center Info Desk | | | |
| Process contract thru Colket Center staff or directly to VP-Business Affairs | | | |
| Reserve or obtain necessary equipment for the event: | | | |
| Submit Colket a/v equipment needs to Info Desk | | | |
| Request Tech Crew equipment needs, if needed | | | |
| Order or purchase equipment from off campus vendors, if needed | | | |
| Arrange for box office ticket sales w/ Colket Center Coordinator | | | |
| Arrange for tickets to be printed w/ Colket Center Coordinator | | | |
| Arrange for Catering w/ Dining Services Catering Manager | | | |
| Begin publicity campaign: | | | |
| Write press release for Public Relations & WRKE | | | |
| Arrange/contract for posters & flyers to be designed | | | |
| Arrange/contract for posters & flyers to be printed | | | |
| Reserve table tents in Sutton Commons thru Colket Info Desk | | | |
| Purchase ad space in The Brackety-Ack | | | |
| Reserve info spot on Channel 66 (closed circuit movie channel) | | | |
| Write and schedule Web Announcer blurb | | | |
| other: | | | |
| If event is open to the public and alcoholic beverage sales are requested, arrange for organization advisor to apply for a Special Events Banquet License from the Virginia ABC Office. | | | |