

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.			