

## Event Planning Checklist

Event Title: \_\_\_\_\_ Sponsoring Organization: \_\_\_\_\_

Event Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

Location: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

<b>4 - 6 Weeks before event begins</b>			
<b>Task to be completed</b>	<b>Due Date</b>	<b>Assigned to</b>	<b>Date Completed</b>
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.			