

EVENT PLANNING CHECKLIST

FOOD SERVICE

- Number of people to be served _____
- Cost per person
 - Coffee hour _____
 - Luncheon _____
 - Dinner _____
 - Afternoon break _____
 - Cocktail hour _____
 - Liquor – full bar or “light” bar (beer, wine, soft drinks) _____
 - Wine _____
 - Other beverages _____
- Bartenders- Y or N
 - How Many? _____ (1 Per 100 guests)
- Bar setup and glassware
- Ice/Condiments
- Table linen? What size?
- Rented table service
 - Dinner Plate
 - Salad plate
 - Dinner fork
 - Salad Fork
 - spoon
 - knife
 - Dessert fork
 - Tea/Water Glass
 - Napkin
- Kitchen setup
- Waiters trays and stands
- Gratuities/Service charge
- Labor
- Sales tax

VENUE COSTS

- Rental of meeting or reception room(s)
- Overnight accommodations
- Rentals
- Special electrical or telephone hookups
- Set-up and clean-up charges
- Venue/Stage managers
- Stage crew
- Coat check staff
 - Coat Check Tickets
- Parking/Traffic control staff
- Security
- House staff

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EQUIPMENT RENTAL

- Canopy or tent
- Tables
- Chairs
- Flooring or carpeting
- Risers
- Ropes or stanchions
- Podiums/podium lights
- Props
- Registration tables and chairs
- Portable restrooms
- Booths
- Heaters
- Fans
- Easels/Sign standards/Weights
- Coat racks/Hangers
- Mirrors
- Backdrop or trellis
- Trash containers
- Lighting
- Sound
- Fencing
- Generators
- Delivery/strike
- Catering kitchen rentals
 - Tables
 - Ovens
 - Lights
 - Tents/Trellis

DESIGN AND PRINTING

- Fee for design concept and package
- Advance announcements/save the dates
- Invitations
- Confirmation cards
- Programs
- Tickets
- Maps
- Placecards/table assignments
- Signs
- Registration packets
- Name tags and holders
- Table numbers
- Alphabetical registration cards
- Credentials
- Any other printed materials

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POSTAGE AND SHIPPING

- Postage for mailing printed materials
- Bulk mail of promotional materials
- Mailing house charges
- Shipping and handling

TRANSPORTATION

- Shuttles
- Parking and attendants
- Valet
- Traffic control
- Traffic directional signage

DECORATIONS

- Flowers
- Table decorations
- Extra plants
- Props
- Candles/candelabra/votive
- Direction signs
- Podium décor
- Stage scenery
- Other decorations (i.e. ribbon, balloons, etc.)

AUDIO-VISUAL EQUIPMENT

- Slide, data, overhead and film projectors
- Teleconferencing services
- Screens
- Extension cords
- Projector carts
- Microphones
- Mixers
- Speaker system
- Teleprompter
- Jumbotron
- Malt boxes/Press patch
- Computers
- Still store
- Tape recorder
- Television monitors
- VCRs
- Pointers
- Flip charts
- Blackboards/white board
- Technician and operator services

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FACILITIES

- Grounds
- Custodians
- Electricians

ENTERTAINMENT

- Fees
- Instrument rental
- Promoter fees
- Additional equipment (i.e. speakers, monitors, music stands)
- Hospitality

PUBLICITY

- Advertising
- Photographer
- Printed photos/photo albums/proof sheets
- Videographer
- Slides
- Mailing
- Entertaining/hospitality for the press
- Press room office equipment (computers, fax, copiers)
- Banners

OFFICE EXPENSES

- Overtime and compensatory time
- Additional staff (temporaries, students)
- Data processing
- Telephones and toll charges
- Duplicating
- Postage for general correspondence
- Supplies (pens, pads, decals, folders, nametags)
- Committee materials
- Cuebook materials
- Hospitality for committee members/volunteers
- Complimentary tickets
- Staff accommodations
- Staff travel and expenses

MISCELLANEOUS

- VIP travel and expenses
- Honoraria
- Gifts
- Mementos
- Security
- ADA
- Fire marshal
- Insurance Certificate
- Medical personnel

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- Taping and transcribing proceedings
- Permits
- Internet access (Web design, Web-casting)