

3 Months Out

□ Create a committee to help with the planning and participate on the event day

□ Design a theme or brand feel for the event

□ Nail down exact total budget amount

□ Set the date- Checking all calendars

□ Secure a location

□ Invite and confirm with speakers/hosts if applicable

2 Months Out

□ Compile a guest list

□ Contact and book food caterers

□ Develop a program for event (be sure to schedule breaks between speakers, etc.)

□ Establish who/what is the entertainment if applicable

□ Develop PR/invitations medium

4 Weeks Out

□ Send out/post invitations, making sure all the appropriate information is included

□ Develop menu (be sure to note any special needs, dietary etc.)

□ Establish who will capture the event

3 Weeks Out

□ Organize promotional/marketing activities

□ Establish your events staffing needs

□ Establish what AV needs there are

2 Weeks Out

□ Confirm: RSVP’s List, Catering/Drink Menu and any additional vendors

□ Pay deposits

□ Call any guest that have not confirmed their acceptance/decline of invitation

1 Week Out

□ Brief Staff and ensure everyone knows what their job will be day of event

□ Confirm all arrangements again

□ Make sure event (if appropriate) is well advertised (posters, flyers, etc.)

Day of Event

□ Give yourself plenty of time to set-up

□ Check all AV inputs and chair arrangement

□ Meet vendors

Post Event (within one week)

□ Make sure all invoices are turned in and paid

□ Fill out Post-Event Evaluation (cc those necessary)