|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Initial Planning** | |  | **Speakers/VIPs** *(continued)* | |
|  | Event Purpose |  |  | Itinerary |
|  | Event Objective(s) |  |  | Honoraria |
|  | Event Theme |  |  | Bios/Photos |
|  | Intended Audience/Size |  |  | Special Equipment |
|  | Budget/Estimate |  |  | Hospitality/VIP Treatment |
|  | Funding Source/Acct # |  |  | Travel Arrangements |
|  | Event Information Sheet |  |  | Lodging and Meals |
|  | Establish Committee |  |  | Local Transportation |
|  | Initial Committee Meeting |  |  | Appreciation Event |
|  | Roles/Responsibilities |  |  | Mementos/Gifts |
|  | Other |  |  | Thank You |
| **Event Date(s)** | |  |  | Expense Reimbursement |
|  | Calendars Reviewed |  |  | Awards |
|  | Date(s) Determined |  |  | Academic Regalia |
|  | Time(s) Determined |  |  | Security |
|  | Other |  |  | Other |
| **Invitations** | |  | **Venue/Facilities** | |
|  | Guest List/No. to Attend |  |  | Reservations |
|  | VIP/PEC Invitation Process |  |  | Diagram/Layout |
|  | Save the Date |  |  | Room Specifications |
|  | Distribute Save the Date |  |  | Number of Attendees |
|  | RSVP Deadline/Process |  |  | Seating/Standing Plans |
|  | Invitation via Letter |  |  | Table Shapes |
|  | Invitation via Phone |  |  | Water/Glasses for Panel |
|  | Electronic Invitation |  |  | Lighting |
|  | Printed Invitation |  |  | Air Conditioning/Heating |
|  | Distribute Invitations |  |  | Facility Freshness |
|  | Reminder |  |  | Custodial |
|  | Invitations for Records |  |  | Trash Containers |
|  | Other |  |  | Restroom Supplies |
| **Program** | |  |  | Grounds Maintenance |
|  | Proposed Speakers |  |  | PVAMU Tablecloth |
|  | Tentative Program |  |  | Tables |
|  | Final Program |  |  | Chairs |
|  | Other |  |  | Head Table |
| **Speakers/VIPs** | |  |  | Props |
|  | Contact Information |  |  | Tents/Canopy |
|  | Follow Up |  |  | Flooring/Carpeting |
|  | Confirmation |  |  | Ropes/Stanchions |
|  | Ticket/Pass/Information |  |  | Reserved Seating |
| **Venue/Facilities** *(continued)* | |  | **Décor** | |
|  | Panel/Stage Seating |  |  | Theme |
|  | Seat Cards |  |  | Table Decorations |
|  | Panel Nameplates |  |  | Room Decorations |
|  | Exhibits/Displays |  |  | Stage Decorations |
|  | Setup Assistance |  |  | Podium Area Decorations |
|  | Risers |  |  | Head Table Decorations |
|  | Stage Setup |  |  | Flags |
|  | Room Setup |  |  | Floral/Plants |
|  | Green Room |  |  | Hospitality Suite Décor |
|  | Walk-through |  |  | Entrance/Exit Décor |
|  | Final Walk-through |  |  | Other Décor |
|  | Alternate Venue/Location |  | **Entertainment** | |
|  | Other |  |  | PVAMU Choir/Chorale |
| **Rentals** | |  |  | PVAMU Band |
|  | Venue |  |  | Band/Musicians/Singer |
|  | Furniture/Equipment |  |  | DJ |
|  | Plants |  |  | CD |
|  | Other |  |  | Emcee |
| **Catering** | |  |  | Other |
|  | Budget |  | **Audiovisual/Internet/Other Equipment** | |
|  | Caterer Selected |  |  | Lavalier Mic(s) |
|  | Menu (Food & Beverage) |  |  | Handheld Mic(s) |
|  | Type of Service/Schedule |  |  | Podium Mic(s) |
|  | Head Table |  |  | Floor Mic(s) |
|  | Place Cards/Seat Cards |  |  | Podium |
|  | China |  |  | Clear Podium |
|  | Silverware |  |  | Sound System |
|  | Upscale Plasticware |  |  | Laptop Computer(s) |
|  | Servers |  |  | Wi-Fi |
|  | Bar (Open or Cash) |  |  | Internet Capability |
|  | Seating Diagrams |  |  | Projector |
|  | Test Meal |  |  | Projection Screen |
|  | Hospitality Room Service |  |  | Monitor(s) |
|  | Linens (Including Skirts) |  |  | Presentations |
|  | Table Décor |  |  | Presentation Clicker |
|  | Final Count for Catering |  |  | Presentation Pointer |
|  | Dietary Restrictions |  |  | DVD Player |
|  | Room Setup |  |  | CD Player |
|  | No. of Tables and Chairs |  |  | MP3 Player/IPod |
|  | Food/Bev for Helpers |  |  | Piano |
|  | Other |  |  | Other Musical Equipment |
| **Audiovisual/Internet/Other Equipment** *(continued)* | |  | **Marketing** | |
|  | Teleprompter |  |  | Event Information - Web |
|  | Live Stream Service |  |  | Social Media |
|  | Photographer |  |  | Advertising |
|  | Videographer |  |  | Media |
|  | Technicians/Staff |  |  | Distribute Posters/Flyers |
|  | Other |  |  | Promotional Mailings |
| **Design/Printing/Elec Del of *Invitation and Other*** | |  |  | News Releases |
|  | Design Concept |  |  | Media Fact Sheets |
|  | Save the Date Design |  |  | Media Attendance |
|  | Invitation Design |  |  | Press Packets |
|  | Poster/Flyer Design |  |  | Press Room |
|  | Registration Materials Design |  |  | Other |
|  | Ticket Design |  | **Registration** | |
|  | Proof Materials For Print |  |  | Registration Process |
|  | Proof Materials For Elec Del |  |  | Registration Confirmation |
|  | Save the Date Printing |  |  | Registration Confirmation – VIPs/PEC |
|  | Invitation Printing |  |  | Registration List |
|  | Poster/Flyer Printing |  |  | Registration List VIPs/PECs |
|  | Registration Materials Printing |  |  | Registration Staff |
|  | Ticket Printing |  |  | Registration Tables |
|  | Save the Date Elec Del |  |  | Separate Table or Staff for VIPs/PEC |
|  | Invitation Elec Del |  |  | Sign-In Sheet for Guests |
|  | Poster/Flyer Elec Del |  |  | Register Guests |
|  | Registration Materials Elec Del |  |  | Name Tags |
|  | Ticket Elec Del |  |  | Name Tag Holders |
|  | Design/Printing of Parking Pass |  |  | Distribute Registration Packets |
|  | Timeline to Receive Items |  |  | Registration Reports |
|  | Other |  |  | Ticket Status/Availability |
| **Design/Printing/Elec Del of *Programs*** | |  |  | Pens and Paper |
|  | Design and Layout |  |  | Laptop and Printer |
|  | Agenda |  |  | Other |
|  | Speaker(s) Bio(s) and Photo(s) |  | **Accessibility** | |
|  | Submit Items for Print/Elec Del Draft |  |  | Accessible Location |
|  | Proof Materials for Printing |  |  | Accessible Seating |
|  | Proof Materials for Elec Del |  |  | Wheelchair Availability |
|  | Quantity to be Printed |  |  | Sign Language Interpreter |
|  | Date Programs Due |  |  | Other Assistance |
|  | Printing of Program |  |  | Accessible Parking |
|  | Elec Del of Programs |  |  | Special Assistance Notice (Printed/Elec) |
|  | Distribution of Printed Programs |  |  | Wheelchair Access to Stage |
|  | Other |  |  | Other |
| **Transportation and Parking** | |  | **Forms/Contracts/Payments** *(continued)* | |
|  | Map(s) |  |  | Encumbrances for Services |
|  | Golf Cart(s) |  |  | Payments for Goods |
|  | Shuttle(s) |  |  | Payments for Services |
|  | Charter Vehicle(s) |  |  | Other |
|  | Transportation Staff |  | **Signage** | |
|  | Trans To/From Parking Area |  |  | Banners |
|  | Trans To/From Parking Area (ADA) |  |  | Registration Signage |
|  | Trans Schedule Posted |  |  | Directional Signage |
|  | Trans Start/End Time |  |  | Parking Signage |
|  | Distribute Parking Passes |  |  | Accessibility Signage |
|  | Reserved Parking |  |  | Marquee Signage |
|  | Valet Parking |  |  | Room Signage |
|  | Parking Staff |  |  | Shuttle/Vehicle Signage |
|  | Other |  |  | Other |
| **Escorts/Greeters/Ushers/Staffing/Volunteers** | |  | **Supplies** | |
|  | Greeters |  |  | Markers |
|  | Ushers |  |  | Pens |
|  | Reserved Seating Ushers |  |  | Paper |
|  | Backstage Assistants |  |  | Flip Charts |
|  | Escorts/Guides - Walking |  |  | Easel(s) |
|  | Escorts/Guides - Inside Venue |  |  | Extension Cords |
|  | Escorts/Guides Aboard Transportation |  |  | Tape |
|  | Escorts/Guides for Tours |  |  | Masking Tape |
|  | Escorts/Guides for Exhibits |  |  | Scissors |
|  | Escort/Guides for VIPs |  |  | Decorative Scissors |
|  | Staff |  |  | Ribbon |
|  | Volunteers |  |  | Shovel(s) - Groundbreaking |
|  | Other |  |  | Other |
| **Public Safety/Risk Management** | |  | **Recycling** | |
|  | Security Plan |  |  | Recycling of Décor |
|  | Police |  |  | Recycling of Other Event Items |
|  | Risk Management |  |  | Other |
|  | Fire/Ambulance |  | **Tickets** | |
|  | Emer Medical Station(s) |  |  | Ticket Plan |
|  | Security |  |  | Complimentary Tickets |
|  | Traffic Control |  |  | VIP/PEC Tickets |
|  | Other |  |  | Ticket Prices |
| **Forms/Contracts/Payments** | |  |  | Ticket Sales |
|  | Forms |  |  | Press Tickets |
|  | Contracts/Agreements |  |  | Ticket Coordinators |
|  | Encumbrances for Goods |  |  | Other |
| **Awards/Prizes** | |  | **Other/Miscellaneous** *(continued)* | |
|  | Award(s)/Prize(s) Criteria |  |  | Distribute Tickets |
|  | Type of Award(s)/Prize(s) |  |  | Purchase/Distribute Clear Plastic Bags |
|  | Engraving |  |  | Distribute Parking Passes |
|  | Calligraphy |  |  | Distribute Other Materials |
|  | Framing |  |  | Other Credentials |
|  | Checks Prepared (Prizes) |  |  | Maintain Event Collateral for Records |
|  | Other |  |  | Provide Attire Information |
| **Other/Miscellaneous** | |  |  | Coat Rack(s) |
|  | Inclement Weather Plans |  |  | Umbrella(s) |
|  | Giveaways |  |  | Umbrella Plastic Bag Holder and Bags |
|  | Recognition Items |  |  | Other |
|  | Contest Process |  | **Insurance** | |
|  | Contest Implementation |  |  | Purchase Event Insurance |
|  | Contest Winners Determination |  |  | Purchase Other Insurance |
|  | Contest Winners Notified |  |  | Vendor Certificate of Insurance Needed |
|  | Translation Services |  |  | Other |
|  | Proof Other Materials to be Printed |  | **Post Event** | |
|  | Proof Other Materials for Elec Del |  |  | Obtain Photos |
|  | Inquiry Table and Staff |  |  | Obtain Videos |
|  | Lost and Found |  |  | Conduct Analysis |
|  | Event Staff Credentials |  |  | Other |

Additional Notes:

Please note that there will likely be some categories and items that are not applicable for your event. Additionally, you may need to add other categories and items depending on your event. You can customize the template for your event by creating a new document and copying, pasting, and adding applicable categories and deleting unnecessary categories and items.