

Event Checklist

University Special Events and Protocol

Initial Planning

- ☐ Event Purpose _____
- ☐ Event Objective(s) _____
- ☐ Event Theme _____
- ☐ Intended Audience/Size _____
- ☐ Budget/Estimate _____
- ☐ Funding Source/Acct # _____
- ☐ Event Information Sheet _____
- ☐ Establish Committee _____
- ☐ Initial Committee Meeting _____
- ☐ Roles/Responsibilities _____
- ☐ Other _____

Event Date(s)

- ☐ Calendars Reviewed _____
- ☐ Date(s) Determined _____
- ☐ Time(s) Determined _____
- ☐ Other _____

Invitations

- ☐ Guest List/No. to Attend _____
- ☐ VIP/PEC Invitation Process _____
- ☐ Save the Date _____
- ☐ Distribute Save the Date _____
- ☐ RSVP Deadline/Process _____
- ☐ Invitation via Letter _____
- ☐ Invitation via Phone _____
- ☐ Electronic Invitation _____
- ☐ Printed Invitation _____
- ☐ Distribute Invitations _____
- ☐ Reminder _____
- ☐ Invitations for Records _____
- ☐ Other _____

Program

- ☐ Proposed Speakers _____
- ☐ Tentative Program _____
- ☐ Final Program _____
- ☐ Other _____

Speakers/VIPs

- ☐ Contact Information _____
- ☐ Follow Up _____
- ☐ Confirmation _____
- ☐ Ticket/Pass/Information _____

Speakers/VIPs (continued)

- ☐ Itinerary _____
- ☐ Honoraria _____
- ☐ Bios/Photos _____
- ☐ Special Equipment _____
- ☐ Hospitality/VIP Treatment _____
- ☐ Travel Arrangements _____
- ☐ Lodging and Meals _____
- ☐ Local Transportation _____
- ☐ Appreciation Event _____
- ☐ Mementos/Gifts _____
- ☐ Thank You _____
- ☐ Expense Reimbursement _____
- ☐ Awards _____
- ☐ Academic Regalia _____
- ☐ Security _____
- ☐ Other _____

Venue/Facilities

- ☐ Reservations _____
- ☐ Diagram/Layout _____
- ☐ Room Specifications _____
- ☐ Number of Attendees _____
- ☐ Seating/Standing Plans _____
- ☐ Table Shapes _____
- ☐ Water/Glasses for Panel _____
- ☐ Lighting _____
- ☐ Air Conditioning/Heating _____
- ☐ Facility Freshness _____
- ☐ Custodial _____
- ☐ Trash Containers _____
- ☐ Restroom Supplies _____
- ☐ Grounds Maintenance _____
- ☐ PVAMU Tablecloth _____
- ☐ Tables _____
- ☐ Chairs _____
- ☐ Head Table _____
- ☐ Props _____
- ☐ Tents/Canopy _____
- ☐ Flooring/Carpeting _____
- ☐ Ropes/Stanchions _____
- ☐ Reserved Seating _____

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Venue/Facilities (continued)

- ☐ Panel/Stage Seating _____
- ☐ Seat Cards _____
- ☐ Panel Nameplates _____
- ☐ Exhibits/Displays _____
- ☐ Setup Assistance _____
- ☐ Risers _____
- ☐ Stage Setup _____
- ☐ Room Setup _____
- ☐ Green Room _____
- ☐ Walk-through _____
- ☐ Final Walk-through _____
- ☐ Alternate Venue/Location _____
- ☐ Other _____

Rentals

- ☐ Venue _____
- ☐ Furniture/Equipment _____
- ☐ Plants _____
- ☐ Other _____

Catering

- ☐ Budget _____
- ☐ Caterer Selected _____
- ☐ Menu (Food & Beverage) _____
- ☐ Type of Service/Schedule _____
- ☐ Head Table _____
- ☐ Place Cards/Seat Cards _____
- ☐ China _____
- ☐ Silverware _____
- ☐ Upscale Plasticware _____
- ☐ Servers _____
- ☐ Bar (Open or Cash) _____
- ☐ Seating Diagrams _____
- ☐ Test Meal _____
- ☐ Hospitality Room Service _____
- ☐ Linens (Including Skirts) _____
- ☐ Table Décor _____
- ☐ Final Count for Catering _____
- ☐ Dietary Restrictions _____
- ☐ Room Setup _____
- ☐ No. of Tables and Chairs _____
- ☐ Food/Bev for Helpers _____
- ☐ Other _____

Décor

- ☐ Theme _____
- ☐ Table Decorations _____
- ☐ Room Decorations _____
- ☐ Stage Decorations _____
- ☐ Podium Area Decorations _____
- ☐ Head Table Decorations _____
- ☐ Flags _____
- ☐ Floral/Plants _____
- ☐ Hospitality Suite Décor _____
- ☐ Entrance/Exit Décor _____
- ☐ Other Décor _____

Entertainment

- ☐ PVAMU Choir/Chorale _____
- ☐ PVAMU Band _____
- ☐ Band/Musicians/Singer _____
- ☐ DJ _____
- ☐ CD _____
- ☐ Emcee _____
- ☐ Other _____

Audiovisual/Internet/Other Equipment

- ☐ Lavalier Mic(s) _____
- ☐ Handheld Mic(s) _____
- ☐ Podium Mic(s) _____
- ☐ Floor Mic(s) _____
- ☐ Podium _____
- ☐ Clear Podium _____
- ☐ Sound System _____
- ☐ Laptop Computer(s) _____
- ☐ Wi-Fi _____
- ☐ Internet Capability _____
- ☐ Projector _____
- ☐ Projection Screen _____
- ☐ Monitor(s) _____
- ☐ Presentations _____
- ☐ Presentation Clicker _____
- ☐ Presentation Pointer _____
- ☐ DVD Player _____
- ☐ CD Player _____
- ☐ MP3 Player/iPod _____
- ☐ Piano _____
- ☐ Other Musical Equipment _____

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Audiovisual/Internet/Other Equipment *(continued)*

- ☐ Teleprompter _____
- ☐ Live Stream Service _____
- ☐ Photographer _____
- ☐ Videographer _____
- ☐ Technicians/Staff _____
- ☐ Other _____

Design/Printing/Elec Del of Invitation and Other

- ☐ Design Concept _____
- ☐ Save the Date Design _____
- ☐ Invitation Design _____
- ☐ Poster/Flyer Design _____
- ☐ Registration Materials Design _____
- ☐ Ticket Design _____
- ☐ Proof Materials For Print _____
- ☐ Proof Materials For Elec Del _____
- ☐ Save the Date Printing _____
- ☐ Invitation Printing _____
- ☐ Poster/Flyer Printing _____
- ☐ Registration Materials Printing _____
- ☐ Ticket Printing _____
- ☐ Save the Date Elec Del _____
- ☐ Invitation Elec Del _____
- ☐ Poster/Flyer Elec Del _____
- ☐ Registration Materials Elec Del _____
- ☐ Ticket Elec Del _____
- ☐ Design/Printing of Parking Pass _____
- ☐ Timeline to Receive Items _____
- ☐ Other _____

Design/Printing/Elec Del of Programs

- ☐ Design and Layout _____
- ☐ Agenda _____
- ☐ Speaker(s) Bio(s) and Photo(s) _____
- ☐ Submit Items for Print/Elec Del Draft _____
- ☐ Proof Materials for Printing _____
- ☐ Proof Materials for Elec Del _____
- ☐ Quantity to be Printed _____
- ☐ Date Programs Due _____
- ☐ Printing of Program _____
- ☐ Elec Del of Programs _____
- ☐ Distribution of Printed Programs _____
- ☐ Other _____

Marketing

- ☐ Event Information - Web _____
- ☐ Social Media _____
- ☐ Advertising _____
- ☐ Media _____
- ☐ Distribute Posters/Flyers _____
- ☐ Promotional Mailings _____
- ☐ News Releases _____
- ☐ Media Fact Sheets _____
- ☐ Media Attendance _____
- ☐ Press Packets _____
- ☐ Press Room _____
- ☐ Other _____

Registration

- ☐ Registration Process _____
- ☐ Registration Confirmation _____
- ☐ Registration Confirmation – VIPs/PEC _____
- ☐ Registration List _____
- ☐ Registration List VIPs/PECs _____
- ☐ Registration Staff _____
- ☐ Registration Tables _____
- ☐ Separate Table or Staff for VIPs/PEC _____
- ☐ Sign-In Sheet for Guests _____
- ☐ Register Guests _____
- ☐ Name Tags _____
- ☐ Name Tag Holders _____
- ☐ Distribute Registration Packets _____
- ☐ Registration Reports _____
- ☐ Ticket Status/Availability _____
- ☐ Pens and Paper _____
- ☐ Laptop and Printer _____
- ☐ Other _____

Accessibility

- ☐ Accessible Location _____
- ☐ Accessible Seating _____
- ☐ Wheelchair Availability _____
- ☐ Sign Language Interpreter _____
- ☐ Other Assistance _____
- ☐ Accessible Parking _____
- ☐ Special Assistance Notice (Printed/Elec) _____
- ☐ Wheelchair Access to Stage _____
- ☐ Other _____

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Transportation and Parking

- ☐ Map(s) _____
- ☐ Golf Cart(s) _____
- ☐ Shuttle(s) _____
- ☐ Charter Vehicle(s) _____
- ☐ Transportation Staff _____
- ☐ Trans To/From Parking Area _____
- ☐ Trans To/From Parking Area (ADA) _____
- ☐ Trans Schedule Posted _____
- ☐ Trans Start/End Time _____
- ☐ Distribute Parking Passes _____
- ☐ Reserved Parking _____
- ☐ Valet Parking _____
- ☐ Parking Staff _____
- ☐ Other _____

Escorts/Greeters/Ushers/Staffing/Volunteers

- ☐ Greeters _____
- ☐ Ushers _____
- ☐ Reserved Seating Ushers _____
- ☐ Backstage Assistants _____
- ☐ Escorts/Guides - Walking _____
- ☐ Escorts/Guides - Inside Venue _____
- ☐ Escorts/Guides Aboard Transportation _____
- ☐ Escorts/Guides for Tours _____
- ☐ Escorts/Guides for Exhibits _____
- ☐ Escort/Guides for VIPs _____
- ☐ Staff _____
- ☐ Volunteers _____
- ☐ Other _____

Public Safety/Risk Management

- ☐ Security Plan _____
- ☐ Police _____
- ☐ Risk Management _____
- ☐ Fire/Ambulance _____
- ☐ Emer Medical Station(s) _____
- ☐ Security _____
- ☐ Traffic Control _____
- ☐ Other _____

Forms/Contracts/Payments

- ☐ Forms _____
- ☐ Contracts/Agreements _____
- ☐ Encumbrances for Goods _____

Forms/Contracts/Payments (continued)

- ☐ Encumbrances for Services _____
- ☐ Payments for Goods _____
- ☐ Payments for Services _____
- ☐ Other _____

Signage

- ☐ Banners _____
- ☐ Registration Signage _____
- ☐ Directional Signage _____
- ☐ Parking Signage _____
- ☐ Accessibility Signage _____
- ☐ Marquee Signage _____
- ☐ Room Signage _____
- ☐ Shuttle/Vehicle Signage _____
- ☐ Other _____

Supplies

- ☐ Markers _____
- ☐ Pens _____
- ☐ Paper _____
- ☐ Flip Charts _____
- ☐ Easel(s) _____
- ☐ Extension Cords _____
- ☐ Tape _____
- ☐ Masking Tape _____
- ☐ Scissors _____
- ☐ Decorative Scissors _____
- ☐ Ribbon _____
- ☐ Shovel(s) - Groundbreaking _____
- ☐ Other _____

Recycling

- ☐ Recycling of Décor _____
- ☐ Recycling of Other Event Items _____
- ☐ Other _____

Tickets

- ☐ Ticket Plan _____
- ☐ Complimentary Tickets _____
- ☐ VIP/PEC Tickets _____
- ☐ Ticket Prices _____
- ☐ Ticket Sales _____
- ☐ Press Tickets _____
- ☐ Ticket Coordinators _____
- ☐ Other _____

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Awards/Prizes	
<input type="checkbox"/>	Award(s)/Prize(s) Criteria _____
<input type="checkbox"/>	Type of Award(s)/Prize(s) _____
<input type="checkbox"/>	Engraving _____
<input type="checkbox"/>	Calligraphy _____
<input type="checkbox"/>	Framing _____
<input type="checkbox"/>	Checks Prepared (Prizes) _____
<input type="checkbox"/>	Other _____

Other/Miscellaneous	
<input type="checkbox"/>	Inclement Weather Plans _____
<input type="checkbox"/>	Giveaways _____
<input type="checkbox"/>	Recognition Items _____
<input type="checkbox"/>	Contest Process _____
<input type="checkbox"/>	Contest Implementation _____
<input type="checkbox"/>	Contest Winners Determination _____
<input type="checkbox"/>	Contest Winners Notified _____
<input type="checkbox"/>	Translation Services _____
<input type="checkbox"/>	Proof Other Materials to be Printed _____
<input type="checkbox"/>	Proof Other Materials for Elec Del _____
<input type="checkbox"/>	Inquiry Table and Staff _____
<input type="checkbox"/>	Lost and Found _____
<input type="checkbox"/>	Event Staff Credentials _____

Other/Miscellaneous *(continued)*

- ☐ Distribute Tickets _____
- ☐ Purchase/Distribute Clear Plastic Bags _____
- ☐ Distribute Parking Passes _____
- ☐ Distribute Other Materials _____
- ☐ Other Credentials _____
- ☐ Maintain Event Collateral for Records _____
- ☐ Provide Attire Information _____
- ☐ Coat Rack(s) _____
- ☐ Umbrella(s) _____
- ☐ Umbrella Plastic Bag Holder and Bags _____
- ☐ Other _____

Insurance	
<input type="checkbox"/>	Purchase Event Insurance _____
<input type="checkbox"/>	Purchase Other Insurance _____
<input type="checkbox"/>	Vendor Certificate of Insurance Needed _____
<input type="checkbox"/>	Other _____

Post Event	
<input type="checkbox"/>	Obtain Photos _____
<input type="checkbox"/>	Obtain Videos _____
<input type="checkbox"/>	Conduct Analysis _____
<input type="checkbox"/>	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.