Done N/A

Funding Source

Budget

Date and Time of Event

Event Location Determination

Reservation of Event Location (if applicable)

Guest List and Approximate Number of Guests

Program Development/Content (include student(s) on program)

Availability of Speakers and Special Invitees

(determine date and time of event based on speakers’ and

special invitees’ availability and commitment to attend)

Save the Date Design (if applicable)

Invitation Design

Program Design

Distribute Save the Date to Guest List (if applicable)

Distribute Invitations to Guest List (as needed)

Advertise the Event (post Save the Date, Invitation, etc. if applicable)

RSVP management (if applicable)

Arrangements for Special Guests

Printed Programs

Ribbon-Cutting Script

Talking Points for Speakers (if applicable)

Podium (clear podium with PVAMU seal may be applicable)

Microphone/Speakers

Chairs (usually white graduation chairs and stage graduation chairs for special guests)

Done N/A

Reserved Signage and Tape for Chairs

Stage area (with chairs) – if applicable

Two Stanchions

Ribbon

Large Bow to be Affixed to Ribbon

Heavy-Duty Clear Tape (for affixing ribbon to stanchions)

Large Ribbon-Cutting Scissors

Event Posters (for décor) – sometimes PVAMU logo banners are used

PVAMU Logo Banners (if applicable)

Rental of Plants (usually two plants) or Flowers for Décor Near Podium or Stage

Flags (for indoor event – depending on event)

Rental of Tent with same color barrels and barrel covers (usually white); arrange for it to be placed in enough time before ceremony; when tent is delivered, ensure that staff is present to coordinate the placement in the proper location.

Special Needs Accommodations

Safety/Security Review of Event by Risk Management/University Police Department

Photographer

Livestream/Video Recording of Event

Music/Entertainment (optional)

Giveaways (optional)

Catering for Event Including Linens and Upscale Plasticware

Water for Speakers

Done N/A

Water for Guests (if event is outside and weather is hot/humid)

Parking Arrangements/Reservation of Parking Lots

Directional Signage to Event Location/Parking

Transportation Shuttles to Event Location (if applicable)

Arrange for Extra Maintenance/Janitorial Attention of Location

Greeters to Distribute Programs

Greeters to Distribute Water for Speakers

Greeters to Distribute Water for Guests (if applicable)

Greeters to Distribute Giveaways (if applicable)

Backup Plan for Inclement Weather

Other:

Other:

Notes:

*Please note that the checklist is not all inclusive and certain items are optional or may not apply to the specific ribbon-cutting ceremony being planned.*