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.*