Event Checklist

4-6 Months Before

_____ Select the date for event; check community calendar for competing events
_____ Identify volunteer coordinating committee – this committee should meet once per month until 6 weeks before the event and then at least every other week
_____ Choose type of event and location
_____ Begin to divide up task areas among volunteers

3-4 Months Before

_____ Create a master invitation list
_____ Send out save the date notice to master invite list
_____ Plan the budget and the fundraising goal
_____ Talk to each event host; obtain their commitment to be a host
_____ Write up “job description” for hosts
_____ Determine form of publicity (invitation by print/email; facebook, website, media)
_____ Determine who will create and send the invitation
_____ Identify event needs in terms of supplies (food, drink, auction items, party supplies, music etc)
_____ Identify potential donors of event supplies and assign solicitors

2-3 Months Before

_____ Convene meeting of hosts and train them
_____ Have hosts send in their personal guest lists into central location for coordination
_____ Publicity sub-committee activates all publicity vehicles
_____ Solicitation sub-committee completes all supply and entertainment solicitations

6 Weeks Before

_____ Reminder calls/emails to all hosts; convene in-person or phone call meeting of all hosts
_____ Send printed invitations
_____ Begin tracking RSVPs
_____ Determine who will do invitation follow-up calls

3-4 Weeks Before

_____ Finalize event logistics – location
_____ Confirm all supplies and entertainment
_____ Prepare auction material if necessary
_____ Customize program agenda
_____ Determine “take away” materials
Event Checklist
1 Week Before

_____ Review RSVPs and have hosts do invitation follow-up calls
_____ Confirm with caterer or menu planner
_____ Collect or purchase food, supplies, auction items
_____ Assign staff/volunteers to welcome and check in guests (as needed)

3 Days Before
_____ Make reminder calls to everyone who plans to attend
_____ Prepare and distribute event schedule
_____ Prepare nametags and other event materials

Day of Your Event
_____ Ask staff/volunteers to arrive 1-2 hours before event
_____ Prepare beverages and food (in coordination with caterer, as needed)
_____ Set up sign-in table with nametags, sign-in sheets, etc.
_____ Set out “take away” materials
_____ Arrange space needed for program presentation and guest seating
_____ Greet guests, take their coats, help them sign in or get nametags

The Presentation
_____ Gather guests and share your reasons for hosting the event
_____ Introduce key speakers
_____ Invite guests to ask questions, stay and mingle, as time allows

After the Event
_____ After guests leave, debrief event with presenters/staff (if possible)
_____ Collect all remaining materials
_____ Within one week, send personal email to those who sent “regrets” of any kind
_____ Within one week, send personal thank you notes or emails to all guests
_____ Within two weeks send tax-deductible donation thank-you letter
_____ Convene coordinating committee for final debriefing – by phone or in-person – and finalize notes for future events