EVENT PLANNING CHECKLIST

Audio-Visual/Technology
- [ ] Request sent to EdTech@cwsl.edu
- [ ] Computer
- [ ] Printer
- [ ] Laptop access
- [ ] Internet access
- [ ] Software installation
- [ ] Staff assistance
- [ ] Photographer
- [ ] OH projection/screen
- [ ] LCD projector
- [ ] Microphone / PA system
- [ ] Podium: floor/tabletop
- [ ] Whiteboard w/ pens
- [ ] Flipchart w/ markers
- [ ] Request for Wi-Fi access
- [ ] Permissions obtained for recording
- [ ] Recording # of copies _____

Catering
- [ ] Caterer confirmed: _____
- [ ] Menu confirmed: _____
- [ ] Beverages: _____

Decorations
- [ ] Centerpieces
- [ ] Balloons

Entertainment
- [ ] Musicians:
  _____
  - [ ] Contract / Deposit sent _____

Flyers
- [ ] Posted / distributed / mailed
- [ ] Obtain CWSL logo from Marketing and Communications
- [ ] Reminder emails to targeted group(s) of campus community
- [ ] Add to public-facing calendar

Gifts/Awards/Mementos
- [ ] _____
- [ ] Date ordered: _____ Qty: _____
- [ ] Received

Invitations
- [ ] Save-the-dated mailed: _____
- [ ] Invitations selected
  - [ ] printed: _____
  - [ ] mailed: _____
  - [ ] reminders sent: _____
- [ ] Letters mailed: _____

Maintenance
- [ ] Request form submitted
- [ ] Staff assistance requested
- [ ] Linens / tables ordered

Security
- [ ] Notification email sent
- [ ] Inquire w/ VIP if they travel w/ personal security who may be armed, and advise Facilities Director if armed
- [ ] Walkie talkie radios ordered, as needed

Setup
- [ ] Cocktail reception
- [ ] Buffet
- [ ] Sit-down
- [ ] Registration table / chairs
- [ ] Wastebasket

Signage
- [ ] Copy to printer: _____
- [ ] Received: _____

Site Info
- [ ] Site selected: _____
- [ ] Onsite (CWSL) room booked: _____
- [ ] Offsite contract signed / sent: _____
- [ ] Offsite deposit sent: _____

Speaker(s): _____
- [ ] Received bio / pic
- [ ] Confirm travel plans
- [ ] Hotel booked: _____

Misc
- [ ] Nametags
- [ ] Registration packets
- [ ] CWSL purple banner
- [ ] Printed materials / handouts
- [ ] Attendee / RSVP lists
- [ ] Office supplies
- [ ] Camera / Digital camera
- [ ] Cash box receipt book
- [ ] Drink tickets
- [ ] Event file

Post-Event
- [ ] Catering / rental / floral invoices received
- [ ] Check requests submitted
- [ ] Evaluation delivered
- [ ] Completed evaluation received