Sample Template - Adjust as Needed

**Special Event Checklist**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (Day) \_\_\_\_\_\_\_\_\_\_ (Evening) \_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Done | Action | Notes | Due Date | Person Responsible |
| **General** |
|  | Determine approval for event |  |  |  |
|  | Determine event budget |  |  |  |
|  | Determine program basics – what, where, when, why, who you want to attract |  |  |  |
| **Booking the Basics** |
|  | Book event venue and determine backup/rainout site (ensure basics are in place: phones, power outlets, washrooms, coat check) |  |  |  |
|  | Book entertainment |  |  |  |
|  | Book caterer |  |  |  |
|  | Determine and book rental needs (tables, chairs, portable toilets, podium, etc.) |  |  |  |
| **Program Details** |
|  | Map out detailed event timing |  |  |  |
|  | Identify any dignitaries/special guests |  |  |  |
|  | Get liquor licence |  |  |  |
|  | Determine other required permits and get them |  |  |  |
|  | Identify any transportation/parking needs |  |  |  |
|  | Coat rack needed? |  |  |  |
|  | Determine Master of Ceremonies |  |  |  |
|  | Identify any speeches/remarks needed |  |  |  |
|  | Speeches/remarks written |  |  |  |
|  | Book sound system |  |  |  |
|  | Sketch out site map (if needed) showing table placement, stage, displays, etc. |  |  |  |
|  | Determine need for contest drop boxes, pens, etc. |  |  |  |
|  | Determine donations |  |  |  |
|  | Arrange for photos |  |  |  |
| **Promotion** |
|  | Develop promotion plan |  |  |  |
|  | Get up-to-date membership list |  |  |  |
|  | Develop mailing/contact list for non-members to be included |  |  |  |
|  | Draft letter of invitation (with RSVP contact) |  |  |  |
|  | Produce promotional materials |  |  |  |
|  | Implement promotion plan |  |  |  |
|  | Mail letters of invitation to special guests |  |  |  |
|  | Issue news release (if needed) |  |  |  |
| **Event Staffing/Volunteers** |
|  | Identify volunteer/staffing needs |  |  |  |
|  | Determine volunteer shifts |  |  |  |
|  | Orient/train volunteers |  |  |  |
| **For Event day** |
|  | Arrange arrival times for volunteers |  |  |  |
|  | Arrange early access to venue for decorating and set-up |  |  |  |
|  | Compile contact list for helpers |  |  |  |
|  | Pack “special event kit” with tape, scissors, pens, paper, etc. |  |  |  |
|  | Check arrangements for garbage disposal and other clean up |  |  |  |
|  | Check any special parking arrangements |  |  |  |
| **After the Event** |
|  | Complete clean up |  |  |  |
|  | Return all rented and other materials |  |  |  |
|  | Pay bills |  |  |  |
|  | Reconcile event budget |  |  |  |
|  | Thank all helpers (including businesses, etc. who helped promote the event) |  |  |  |
|  | Review event for successes, improvements needed |  |  |  |
|  | Prepare and present report to board |  |  |  |