**Basic UA Event Planning Checklist**

Name of Event: **\_**

Lead Staff: **\_**

**Event Logistics**

[ ]  Host:  **\_**

[ ]  Date: **\_**

[ ]  Time: **\_**

[ ]  Location: **\_**

[ ]  Type: **\_**

[ ]  RSVP: **\_**

[ ]  Attire: **\_**

**Invitation Design & Content Approval**

[ ] Design by: **\_** Proofed by: **\_** [ ] Approved by: **\_**

[ ] If electronic, all links have been checked and verified operational.

**Correspondence Reviewed Prior to Sending**

[ ] Tested by: **\_** [ ] Proofed by: **\_** [ ] Approved by: **\_**

**Guest List Approval**

[ ]  Guest List Includes Host, Speaker & Special Guest. [ ]  Reviewed and approved by: **\_**

**Venue, Vendor & Logistics:**

[ ]  Room(s) Reserved:

[ ]  Caterer Booked:

[ ]  Bartender Booked:

[ ]  Parking/Transportation or Valet Service:

[ ]  Coat Check/Coat Racks:

[ ]  Flowers: date ordered: delivery time:

[ ]  FM Equipment Rentals:

[ ]  Security Booked:

[ ]  Photographer Booked:

[ ]  Media Alerted & Arrangements Secured:

[ ]  Directional Signs:

[ ]  Podium:

[ ]  Sound System:

[ ]  Additional Microphones:

[ ]  Video/Power Point:

[ ]  Technicians:

Rentals: [ ]  Linens: [ ]  Tables: [ ]  Chairs: [ ]  Lighting: [ ]  Heaters: [ ]  Fans: [ ]  Pipe & Drape: [ ] China:

[ ]  Glassware: [ ]  Flatware: [ ]  Tent/Canopy: [ ]  Market Umbrella: [ ]  Stage: [ ]  Special Décor:

**Food**

Meal Type & Service: [ ]  Plated Meal: [ ]  Full Buffet: [ ] Buffet Stations: [ ] Heavy Appetizers:

[ ] Light Appetizers: [ ] Appetizer Buffet: [ ]  Dessert Buffet:

[ ]  Includes Vegan and/or Vegetarian Option:

[ ]  Catering Order Approved: [ ]  Planning Numbers: \_\_ [ ]  Final Guaranty: \_\_

[ ]  Catering Order Submitted:

[ ]  Confirmation/Contract Matches Catering Order:

**Beverage**

[ ]  Soft Drinks: [ ]  Beer: [ ]  Wine: [ ]  Sparkling Wine: [ ]  Bartenders Booked: [ ]  Bar Set-up: [ ]  Self Service: [ ]  Butler Service: [ ]  Table Service: [ ]  Alcohol Permit Submitted: [ ]  Permit Approved:

[ ]  Bartenders Product Estimate:

**Entertainment**

[ ]  Hired Student Musicians: [ ]  Piped In: [ ]  UA Spirit or Other:

**Staffing**

[ ]  Additional Volunteers Requested: [ ]  Staffing Timeline Completed and Emailed to all Participants:

**Budget**

[ ]  Approved and in File:

**Printed Event Materials**

[x]  Nametags: [ ]  Menu Cards: [ ]  Reserved Seating: [ ]  Event Directional Signs: [ ]  Printed Program:

[x]  Beverage Tickets (2 per guest)

**Printed Event Coordinator Binder Materials**

[ ]  Agenda/Timeline: [ ]  Talking Point/Script: [ ]  Guest & RSVP Report: [ ]  Guest/Speaker Bios:

[ ]  Catering & Kitchen Orders [ ]  Room Set-up/Diagram: [ ]  Seating Chart: [ ]  Contact List:

[ ]  Entertainment Contracts: [ ]  Alcohol Permit [ ]  Bartenders Product Estimate:

**Additional Notes or Special Arrangements:**

##### **Day of Event Check list:**

**Event Bag**

[ ] Nametags

[ ] Blank Nametags

[ ] Recycle Badge Box & Sign

[ ] Beverage Tickets (2 per guest)

[ ] Pens

[ ] Place cards

[ ] Menu cards

 [ ] Printed Programs

 [ ] Materials for table/handouts

[ ] Laptop & Label Maker

[ ] Event Signs

**At the Venue**

[ ] Room Layout w/Table #’s Match

[ ] Extra Recycling and Trash Bins

 [ ] Test Microphones

 [ ] Test Video Equipment

 [ ] Podium Sign in Place

 [ ] Banner(s)/Event Sign(s) in Place

 [ ] Valet Parking

 [ ] Reserved Parking Spots

 [ ]  Bartenders in Place

[ ] Décor Orders (lighting, flowers, etc.)

**Contact Information/NOTES:**