**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**

Nametags:  Menu Cards:  Reserved Seating:  Event Directional Signs:  Printed Program:

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:**