NCCU Office of Institutional Advancement Event Checklist

Name of Event:	e of Event: Date of Event:				
vent Start Time: Event End Time:					
Contact Name:	Department:				
Phone:	Fax: Email:		Email:		
Event Location:	Room #:	Date Reserved:	Date Confirmed:		

Task	Assigned to:	Details	Estimated	Payment	Status
			Cost	Responsibility	
Budget:					
Establish budget					
Approve budget					
Program Planning:					
Program Format					
Guest List					
VIPs					
Participants					
Speakers					
Entertainment					
Staging					
Entertainment:					
Contract					
Payment					
Staging					
Special Equip. needs					

Task	Assigned to:	Details	Estimated	Payment	Status
			Cost	Responsibility	
Arrival & Departure times					
Room for changing/breaks					
Event Location:					
Room reservation					
confirmed					
w/Facilities					
Site visit					
Season/Climate concerns					
(alternate rain site)					
Keys					
Type of event					
Time room needed					
(setup/break down)					
Hotel room block					
Site Setup:					
Conference Room					
Hollow Square – no AV					
equip. needed					
Reception					
Classroom Style					
Seated w/rounds – 6 8 10					
Theatre					
U-Shaped					
Chairs					
Head Table					
Risers					
Stanchions					
Tent					
Housekeeping:					
Hallways					
Restrooms					
Grounds					

Task	Assigned to:	Details	Estimated Cost	Payment Responsibility	Status
Solid Waste				,	
Transportation,					
Parking & Security:					
Parking reserved					
Attendant					
Directions/map					
Signage					
Security					
A/V & Sound					
Requirements:					
Site visit					
TV					
Projector					
Screen					
Internet access					
Extension Cord					
Laptop					
Conference Phone					
Standing Floor Microphones					
Directions/map					
Other Equipment:					
Coat Check					
Registration table					
RSVP Contact					
Cash box w/adequate change					
Registration Table:					
Tablecloth and/or skirting					
Chairs					

Task	Assigned to:	Details	Estimated Cost	Payment Responsibility	Status
Solid Waste					
Food & Beverage					
Requirements:					
Contact Caterer w/event					
date					
Menu Type: Lunch,					
Reception, Cocktail					
Reception, Dinner					
(buffet or waited)					
Type of Beverages:					
Alcohol (approval to					
serve)					
Type of bar (wine & beer only?) (full bar?)					
Bartender provided					
Special dietary concerns					
Linens					
Centerpieces					
Guarantee date					
Invitations &					
Programs:					
Invitation, response					
cards, envelopes					
Design					
Proofread					
Print					
Postage					
Labels					
RSVP List					
Programs					

Task	Assigned to:	Details	Estimated	Payment	Status
			Cost	Responsibility	
Proofread				-	
Print					
Distribution					
Other					
Approved by PR					
Response deadline					
Data					
Request submitted (allow 5 business days)					
Other Printed Items:					
Nametags					
Menu Cards					
Place Cards					
Seating chart					
Table numbers					
Other					
Approved by PR					
Response deadline					
Data					
Request submitted (allow 5 business days)					
Signage:					
Directional Signs					
NCCU Banner (s)					
Signs					
Easels					
Speakers					
Entertainment					
Staging					

Task	Assigned to:	Details	Estimated Cost	Payment Responsibility	Status
Public & Media					
Relations:					
Campus Publications					
Press Release					
Event Promotion					
Photography/Recording					
Arrival & Departure times					
Briefing Prior to					
Event:					
Staff Schedule					
Briefing					
Briefing meeting					
Gift Items & Special					
Recognition:					
Awards, Certificates or plaque					
NCCU merchandise					
Logistics of presentation					
Hospitality:					
Travel arrangements					
Hotel Accommodations					
Rental Car					
Transportation					
Special Needs accommodations					
Wheelchair access					
Assign staff to assist					

Task	Assigned to:	Details	Estimated Cost	Payment Responsibility	Status
Interpreter					
Event Follow-up					
Thank-you letters					
Photos for participants					
Information/Notes to fundraiser(s)					

Notes:	