

Event Planning Checklist
SAMPLE

Name of Event: Chicago Packer Party

Date of Event: December 11, 2005

Location of Event: Sheraton Hotel - Chicago

Regional Volunteer Responsible: Susan Smith

Regional Volunteer phone number: 555-555-5555

Region volunteer e-mail: Ssmith@yahoo.com

Event location contact information: (Name) Mrs. Sheraton

Address 1234 Hotel Street

Phone number 763-555-5555

Name of room/bar/boat etc. at which event will be held: The Red Room

Maximum # of people allowed: 75

Food served: Yes or No: YES

Type and amount of food: cheese and sausage tray, potato wedges, fruit tray, and veggie tray

Event underwriter: _____ (if an alum or alumni wants to pay for the entire event)

OR

Admission charge: \$25

Cash Bar: Yes or No: YES

Drawing to be done?: Yes or No YES

Invitations sent: Date: October 24, 2005 (send six weeks in advance of event)

RSVP date on invites: December 1, 2005

Other marketing to be done: Sam, John, and Arlene are going to call 10 people each, I am putting up posters in area supermarkets and retail stores with bulletin boards, Sarah designed the invites and they are out. (Attach list of who is being called by whom.)

Deadline to report RSVP's to the event site: December 5, 2005

Deadline to report RSVP's to the alumni office: December 5, 2005

Number of RSVP's by deadline: _____