Event Planning Checklist
Coordinator responsible for:

PRIME INFORMATION
1. Name of event: ____________________________
2. Contact person: ___________________________ phone # ___________________________
3. Date of event: ____________________________
4. Time of event: ____________________________
5. Location: ________________________________
6. Invitations: ___ Y ___ N
due by _______________ due by _______________
due by _______________
due by _______________
draft
to printers
mailed by
RSVP

7. Photographer: ______________________________ order by: ____________________________
8. Parking: ____________________________ permits: ____________________________
9. Number of people: ________________________
10. Guest speaker(s): ____________________________
    - travel arrangements
    - lodging

Catering
11. Meals: B ☐  L ☐  D ☐  Other: _____________
    ____________________________
    ____________________________
    ____________________________
    ____________________________
12. Breaks: ________________________________
SET UP - CONTACT RICKY FERGUSON 845-3591 AT LEAST 1 WEEK PRIOR TO EVENT

13. Theatre ☐ Classroom ☐ Banquet ☐ Hollow square ☐ U-shape ☐ Boardroom ☐ Reception ☐ Auditorium ☐

14. Registration table: __________________________________________________________________________
15. Signage: ___________________________________________________________________________________
16. Stage/Riser: ________________________________________________________________________________
17. Stage arrangement: see attached diagram if necessary
18. Stage decorations: ___________________________________________________________________________
19. Table decorations: ___________________________________________________________________________
20. Room decorations: ___________________________________________________________________________
21. Display: ____________________________________________________________________________________

EQUIPMENT - CONTACT JOHN PETERS 845-7887 AT LEAST 72 HOURS PRIOR TO EVENT

22. Lectern ☐ sound system/mic ☐ video projector ☐ overhead ☐ slide projector ☐ screen ☐ ethernet ☐ laptop computer ☐ easel ☐ other __________________________________________________________________________

ADDITIONAL MATERIALS

23. Nametags: ☐ Table cards: ☐ Programs: ☐ Tickets: ☐ Certificate/awards: ☐ Prizes/gifts: ☐


PUBLICITY - CONTACT PHILLIP ROLLFING 458-0442 AT LEAST 2 WEEKS PRIOR TO EVENT

25. Guest List
   Campus VIP's
   ___President
   ___Vice President's
   ___Assistant/Associate Provosts
   ___Student leaders
   Campus Guests
   ___Directors
   ___Faculty
   ___Staff
   ___AFS
   ___TAMU Foundation
   Community Guests
   ___Community Leaders
   ___Elected Officials
   ___Deans
   ___Donors

RESPONSIBLE PERSON

23. Nametags: ____________________________________________
24. Press release: _________________________________________