Event Planning Checklist Coordinator responsible for:

P RII 1.	ME INFOR							
2.	Contact					ţ	ohone #	
3.	Date of							
4.	Time of							
5.	Location:							
6.	Invitations: - draft - to printers - mailed by - RSVP			Y		due by due by		
7.	Photographer: order by:							
8.	Parking: permits:							
9.	Number of people:		ople:		_			
10.	Guest speaker(s): - travel arrangements - lodging							
CATE	RING							
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 □ Reception Auditorium U-shape ☐ Boardroom ☐ 14. Registration table: 15: Signage: 16. Stage/Riser: 17. Stage arrangement: see attached diagram if necessary Stage decorations: 18. 19 Table decorations: Room decorations: 20. 21. Display: EQUIPMENT - CONTACT JOHN PETERS 845-7887 AT LEAST 72 HOURS PRIOR TO EVENT sound system/mic 22. lectern video projector overhead \sqcap slide projector screen ethernet \sqcap laptop computer П П easel other _____ ADDITIONAL MATERIALS **RESPONSIBLE PERSON** Υ 23. $N \square$ Nametags: Υ Table cards: $\mathsf{N} \square$ ΥΠ ΝП Programs: Tickets: ΥΠ ΝП Certificate/awards: Υ $\mathsf{N} \square$ Prizes/gifts: ΥП $N \square$ PUBLICITY - CONTACT PHILLIP ROLLFING 458-0442 AT LEAST 2 WEEKS PRIOR TO EVENT 24. Press release: Y N ____ Local television: Υ ____ Aggie Hotline: Y ____ N ____ Distribution A: N GUEST LIST Campus VIP's Campus Guests **Community Guests** __Directors Community Leaders President Vice President's Faculty Elected Officials Assistant/Associate Provosts Staff Deans Student leaders AFS Donors TAMU Foundation