

Randolph College Event Planning Check List

The scope of your event will determine your specific needs. You may need to add or delete items listed below.

Please contact Keeley Tuggle if you have questions.

Foundation		
<input type="checkbox"/>	Define objective of event	
<input type="checkbox"/>	Determine scope	
<input type="checkbox"/>	Decide on format/program(s)	
<input type="checkbox"/>	Estimate budget	
<input type="checkbox"/>	Secure funding	
<input type="checkbox"/>	Develop agenda/schedule	
<input type="checkbox"/>	How will success be measured?	
Scheduling		
<input type="checkbox"/>	Estimate attendance and AV needs	
<input type="checkbox"/>	Schedule campus venue on portal	
<input type="checkbox"/>	Check date with VIP (Pres, DOC)	
<input type="checkbox"/>	Schedule venue for walk through	
Budget		
<input type="checkbox"/>	Submit proposed total budget	
<input type="checkbox"/>	Break down budget into line items	
<input type="checkbox"/>	Get budget approval and code	
<input type="checkbox"/>	Track expenses	
Speaker/Entertainment		
<input type="checkbox"/>	Determine needs: speaker, band	
<input type="checkbox"/>	Verify date and topic	
<input type="checkbox"/>	Negotiate prices	
<input type="checkbox"/>	If not US Citizen, contact Bus. Office	
<input type="checkbox"/>	Contract signed by Business Office	
<input type="checkbox"/>	Contract signed by guest	
<input type="checkbox"/>	Completed W-9 form to Bus. Office	
<input type="checkbox"/>	Biography information	
<input type="checkbox"/>	Lecture title and short description	
<input type="checkbox"/>	High-resolution publicity photo	
<input type="checkbox"/>	High resolution image of book cover	
<input type="checkbox"/>	Travel arrangements: air, train, car	
<input type="checkbox"/>	Book hotel accommodations	
<input type="checkbox"/>	Reserve Campus Guest Room	
<input type="checkbox"/>	Request audio/video needs	
<input type="checkbox"/>	Any dietary requirements?	
<input type="checkbox"/>	Request guest's cell number	
<input type="checkbox"/>	Identify a host to escort guest around	
<input type="checkbox"/>	Provide guest with full agenda for visit	
Vendors		
<input type="checkbox"/>	Print pieces: invitation, poster	
<input type="checkbox"/>	Theatre Tech/ Sound Tech	
<input type="checkbox"/>	Information Technology	
<input type="checkbox"/>	Security/EMS	
<input type="checkbox"/>	Campus Store for book sales	
<input type="checkbox"/>	Campus transportation	
<input type="checkbox"/>	Food & beverage	
<input type="checkbox"/>	Alcohol	
<input type="checkbox"/>	Rentals	
<input type="checkbox"/>	Décor	
<input type="checkbox"/>	Flowers/plants	
<input type="checkbox"/>	Give Aways	
Advertising - On Campus		
<input type="checkbox"/>	Display posters	
<input type="checkbox"/>	BCD Announcement	
<input type="checkbox"/>	Portal Announcement	
<input type="checkbox"/>	WWRM Announcement	
<input type="checkbox"/>	Listed on Portal campus calendar	
<input type="checkbox"/>	Book displayed in Campus Store	
<input type="checkbox"/>	Email invite/reminder	
Advertising - Community		
<input type="checkbox"/>	Mail Save The Date	
<input type="checkbox"/>	Mail postcard	
<input type="checkbox"/>	Mail invitation	
<input type="checkbox"/>	List in Fall/Spring Events Calendar	
<input type="checkbox"/>	Post posters in community	
<input type="checkbox"/>	Radio ad	
<input type="checkbox"/>	List in News & Advance calendar	
<input type="checkbox"/>	List in Lynchburg Living calendar	
<input type="checkbox"/>	Purchase ad in News & Advance	
Advertising - Electronic		
<input type="checkbox"/>	Event web site	
<input type="checkbox"/>	Email jpg of poster	
<input type="checkbox"/>	Facebook	
<input type="checkbox"/>	Twitter	
<input type="checkbox"/>	Instagram	
<input type="checkbox"/>	Assign event hashtag	
College Relations Requests		
<input type="checkbox"/>	Design	
<input type="checkbox"/>	Media Relations	
<input type="checkbox"/>	Photography	
<input type="checkbox"/>	Web	
<input type="checkbox"/>	Writing and Social Media	
Branding		
<input type="checkbox"/>	Save the Date	
<input type="checkbox"/>	Invitation	
<input type="checkbox"/>	Posters/Postcards	
<input type="checkbox"/>	Name tags	
<input type="checkbox"/>	Menu Cards	
<input type="checkbox"/>	Programs	
<input type="checkbox"/>	Give Aways	
<input type="checkbox"/>	Décor	
<input type="checkbox"/>	Follow-up Pieces	
Venue Logistics		
<input type="checkbox"/>	Permits/licenses	
<input type="checkbox"/>	Registration/Welcome set-up	
<input type="checkbox"/>	Designate parking	
<input type="checkbox"/>	Building signage	
<input type="checkbox"/>	Parking signage	
<input type="checkbox"/>	Alcohol perimeter signage	
<input type="checkbox"/>	Handicapped parking area	
<input type="checkbox"/>	Venue accessible for disabled	
<input type="checkbox"/>	Reserved seats	
<input type="checkbox"/>	Rehearsal: set-ups and sound check	
Volunteers		
<input type="checkbox"/>	Determine needs	
<input type="checkbox"/>	Recruit volunteers	
<input type="checkbox"/>	Train volunteers	
<input type="checkbox"/>	Volunteer identifier: button, lanyard	
Post Event		
<input type="checkbox"/>	Send thank you's	
<input type="checkbox"/>	Request feedback	
<input type="checkbox"/>	Finalize expenses	
<input type="checkbox"/>	Assess event	
<input type="checkbox"/>	Keep assessment documents on file	