

Event Planning Checklist

Symposium

3 Months Ahead

Yes / No

- Decide on a time and date
- Decide on event site
- Get cost estimates (food, drinks, etc.)
- Get recommendations for entertainment;
- Come up with a name for the event
- Invite VIPs
- Select photographers and cameramen

1 to 2 Months Ahead

- Prepare final copy for invitations, posters
- Complete mailing lists for invitations
- Invite teachers who might be interested in the topic.
- Contact some teachers for taking their students to the event
- Set menu with caterer for food and beverages
- Begin recruiting small group facilitators

2 weeks before

- Distribute posters
- Confirm decorations.
- Prepare a Questionnaire for the evaluation of the event.
- Prepare badges for the staff
- Prepare attendee conference packets (a copy of the program, folders, pens, and so on)

1 Week Before

- Meeting for last-minute details
- Confirm number attending
- Finish seating/table arrangements
- Prepare audio/visual equipment
- Secure one volunteer to assist with emergencies

___ ___ Finalize catering guarantee, refreshments

___ ___ Schedule rehearsals

Day Before Event

___ ___ Visit the location; check audio/visual/Internet technology

___ ___ Confirm decoration

___ ___ Recheck all equipment and supplies to be brought to the event

___ ___ Hold final rehearsal

___ ___ Lay out all clothes that you will need the day of the event

Event Day

___ ___ Arrive early (with your change of clothes)

___ ___ Make sure nothing is missing

___ ___ Set the projector with the project information

___ ___ Go to defined position and welcome speakers and guests