

Event management checklist

Item	Task	Detail	Recommended Time before the event	Responsible Person
Event	Objectives and theme	Confirm desired outcomes; tailor event ideas accordingly.	4-6 weeks	
	Date and time	Check for event clashes and then select a date/ time.	4-6 weeks	
	Program	Select and confirm a format.	3-4 weeks	
Budget	Estimate Plan	Draw up a budget to include venue hire, catering, AV, publicity, artwork, printing, insurance and other costs.	4-6 weeks	
Timeline	Plan	Develop a timeline to include all major tasks, assigning a task deadline and responsible person.	4-6 weeks	
Venue	Site inspection	Check lay-out, location, traffic patterns, disability accessibility.	4 weeks	
	Booking	Book one with suitable size, facilities and location for your event.	2-4 weeks	
	Contingency plan	If outdoors, have a plan B for inclement weather.	2-4 weeks	
	Services	Book photographer.	2-4 weeks	
		Organise audio –visual, sound check and lighting.	2-4 weeks	
		Book a caterer, confirm menu selection and follow-up.	2-4 weeks	
	Organize signage, banners and other display materials.	2-4 weeks		

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	Security and parking	Obtain security, parking and accessibility details.	2-4 weeks	
Program	Guest speakers	Invite; make arrangements for participation.	6-8 weeks	
	Master of Ceremony	Invite; confirm participation.	4 weeks	
Invitations	Wordings	Draft invitation and get approval for text.	4 weeks	
	Guest list	Develop and circulate to stakeholders for approval.	4 weeks	
	Printing	Print/write out the invitation cards or letters.	3-4 weeks	
	Mail-out	Coordinate mail-out of all invitations.	3-4 weeks	
	RSVPs	Record RSVPs and develop name list of expected guests.	1 week	
Publicity	Advertisements	Organise artwork/ design/text approvals/ printing.	2-3 weeks	
	Media	Provide information to the Media Unit for press releases.	2 weeks	
	Other mediums	Release information through other mediums.	2 weeks	
	Posters and flyers	Distribute in visible approved areas.	1 week	
Logistics	Order of Proceedings	Draft and circulate to stakeholders for approval.	2 weeks	
	Events Brief for Speaker(s)	Compile a Event Brief to include: <ul style="list-style-type: none"> • speaking notes; • expected audience and other VIPs in attendance; • Program; • campus map indicating parking areas; and, mobile contacts of two events staff for last minute emergencies.	1-2 weeks	

Item	Task	Detail	Recommended Time before the event	Responsible Person
	Speakers/VIP liaison	Send Event brief to the guest speakers.	7-10 days	
	Security/parking	Arrange and confirm any necessary requests.	1-2 weeks	
	Final RSVP List	Develop a final guest attendance list from RSVP's.	2 days	
	Name tags / place cards	Print or write out from the final RSVP list.	1-2 days	
	Event hand-outs	Coordinate programs, certificates, plaques, information brochures, tickets, show bags, or other hand-outs.	1-4 weeks	
	Seating charts	Compile charts and place at the venue entrance.	2 days	
	Multi-media show	Organise requirements for multi-media presentation.	2 days	
	Music	Coordinate selection and playing of required music.	1 week	
	Additional equipment	Oversee set-up of fax machines, computers, photocopiers etc.	1-7 days	
Documentation	Invoices, petty cash, receipts, financial forms	Supervise and manage.	On-going	
	Evaluation Sheet	Compile, share information and file for reference. before the next event.	1-7 days after	
Acknowledgements	Thank you letters/emails	Distribute thank-you's to all stakeholders.	2-3 days after the event	