

# Event Checklist

## 1 Basic Planning Elements

Name of Event: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

Location/Venue: \_\_\_\_\_

Department Budget: \_\_\_\_\_ Drafted? \_\_\_\_\_

Shared event? Other events this day? \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Number of guests anticipated (extra security?): \_\_\_\_\_

Originator/Department contacts: \_\_\_\_\_

Function Sheet (date sent): \_\_\_\_\_

## 2 Key Participants

Is the Deputy Vice-Chancellor hosting?  yes  
 no, the host is: \_\_\_\_\_

President or Chancellor involved? Confirmed? \_\_\_\_\_

Other senior admin involved: \_\_\_\_\_

Other Participants/Partners/Funders: \_\_\_\_\_

Emcee: \_\_\_\_\_

Student Speaker: \_\_\_\_\_

Keynote Speaker: \_\_\_\_\_

### 3 Invitations & Guest List

Guest List provided by? Deadline? \_\_\_\_\_

**Guest list:**

- External       Faculty       UBCSUO       Development       Vancouver campus reps  
 Senior Admin       Staff       Government Reps       Board of Governors

Other: \_\_\_\_\_

Save the Date needed?: \_\_\_\_\_

Invitation text drafted? Circulated? Approved (date): \_\_\_\_\_

Individual invite or with guest? \_\_\_\_\_

Standard invitation or designed? \_\_\_\_\_

Parking pass or map needed? \_\_\_\_\_

Distribution deadline? Reminder required? \_\_\_\_\_

RSVPs deadline and contact: \_\_\_\_\_

### 4 Event Program/Speeches

Speakers/roles (Drafted? Confirmed?): \_\_\_\_\_

Event Outline: Drafted? \_\_\_\_\_ Approved? \_\_\_\_\_ Circulated? \_\_\_\_\_

Staff responsible for background info/speaking notes for Emcee: \_\_\_\_\_

Staff responsible for background info for speechwriters: \_\_\_\_\_

Briefing notes sent to Host's office? Copy to Ceremonies? \_\_\_\_\_

Printed program:  yes  no

Printed program (content provided by? When?): \_\_\_\_\_

Printed program (design, printing, delivery): \_\_\_\_\_

Other handouts: \_\_\_\_\_

### 5 Venue

Venue selected (yes, no, name, date confirmed): \_\_\_\_\_

Contact at venue: \_\_\_\_\_

Time venue can be accessed: \_\_\_\_\_

Time venue booked for: \_\_\_\_\_

Time venue needs to be vacated: \_\_\_\_\_

Tenting required:  yes, provider: \_\_\_\_\_

no

Rain/poor weather contingency plans made (yes, no, what): \_\_\_\_\_

Facilities wheelchair accessible:  yes  no

## 6 General Set-Up

Work Request completed (date): \_\_\_\_\_

Room plan or site map drafted? Sent? \_\_\_\_\_

Room lay out (reception table, stage, chairs, tables, linens, pipe & drape, coat rack, other): \_\_\_\_\_

Stage set up (risers, carpet, skirting, podium, water table, flags, banners, backdrop, table, chairs, easels, unveiling cloth, other): \_\_\_\_\_

PA system (IT Services? Outside Vendor?): \_\_\_\_\_

Extra electrical power needed (courtyard): \_\_\_\_\_

Extra AV needed (TV, laptop, projector, screens, lighting, web cast, other): \_\_\_\_\_

Rentals needed? Provider? (tents, cocktail tables, linens, other): \_\_\_\_\_

Extra landscaping needed: \_\_\_\_\_

Music (yes, no, live, iPod, special playlist): \_\_\_\_\_

Décor (flowers, other): \_\_\_\_\_

Seating plan required:  yes, staff involved: \_\_\_\_\_

no

Name tags:  yes  no

Security arrangements: \_\_\_\_\_

Extra First aid:  yes, who? \_\_\_\_\_

no

Parking arrangements: \_\_\_\_\_

Transportation arrangements: \_\_\_\_\_

Volunteers (Staff, Students, other): \_\_\_\_\_

Other requirements: \_\_\_\_\_

## 7 Food & Beverage

Refreshments required:  yes  no

Catering provider: \_\_\_\_\_

Type of meal (breakfast, lunch, dinner, reception, BBQ): \_\_\_\_\_

Menu format (seated & served, buffet, passed): \_\_\_\_\_

Beverage format (cash, host, tickets): \_\_\_\_\_

Water ordered for podium: \_\_\_\_\_

Specific dietary requirements to consider: \_\_\_\_\_

Menu and quote (requested, received): \_\_\_\_\_

Campus liquor form (needed, submitted): \_\_\_\_\_

Rentals required (tables, chairs, china, glassware, linens): \_\_\_\_\_

Rentals provider: \_\_\_\_\_

## 8 Communications & Media

Meet with University Relations: Design? Printing? Media Relations? \_\_\_\_\_

Exchange Newsletter:  yes, deadline: \_\_\_\_\_

no

Submission to events calendar [www.events.ok.ubc.ca](http://www.events.ok.ubc.ca):  yes  no

Social media campaign:  yes  no

Web pages to be updated or created:  yes  no

UBC Studios Okanagan (video production, live coverage): \_\_\_\_\_

Signage (design, printing, deadline): \_\_\_\_\_

Posters (design, printing, deadline): \_\_\_\_\_

Photography required prior to event:  yes, provider: \_\_\_\_\_

no

Photography required at event:  yes, photographer: \_\_\_\_\_

no

Advance media advisory:  yes  no

Press conference:  yes  no

Video/filming requirements: \_\_\_\_\_

## 9 Giveaways/Awards

Giveaways:  yes, what: \_\_\_\_\_  no

Giveaways (staff responsible, source, budget, delivery): \_\_\_\_\_

Awards:  yes, what: \_\_\_\_\_  no

Awards (staff responsible, source, budget, delivery): \_\_\_\_\_

## 10 Plaque

Plaque:  yes, Ceremonies Office contacted for next steps \_\_\_\_\_

no

Funding partners confirmed and contacted:  yes  no

Text drafted? \_\_\_\_\_ Circulated? \_\_\_\_\_ Approved? (Dates): \_\_\_\_\_

Vancouver Brand and Marketing contacted for design proof:  yes  no

Cornerstone contacted for order and proofs:  yes  no

## 11 Pre-Event Administration

Guest lists printed: \_\_\_\_\_

Nametags printed and prepared: \_\_\_\_\_

Extra nametags: \_\_\_\_\_

Office Supplies Box prepared: \_\_\_\_\_

Event supplies prepared: \_\_\_\_\_

Signage prepared: \_\_\_\_\_

Contracts printed: \_\_\_\_\_

Phone numbers of external suppliers noted: \_\_\_\_\_

## 12 Post-Event Administration

Photos received and distributed as necessary: \_\_\_\_\_

Debrief meetings as required: \_\_\_\_\_ Debrief notes prepared: \_\_\_\_\_

Invoices received and sent to appropriate departments: \_\_\_\_\_

Final budget completed: \_\_\_\_\_

Event file finalized: \_\_\_\_\_