

ALUMNI EVENT PLANNING CHECKLIST

Thursday, August 24, 2017 4:14 PM

- **EVENT GOALS/BUDGET**
 - What are you hoping to achieve with this event?
 - Recruitment
 - Fundraising
 - Determine Budget
 - Estimated total budget
 - Breakdown line items
 - Approve Budget
- **VENUE INFORMATION**
 - Location
 - Contact Person
 - Contract/Invoice
 - Rental Fee/Deposit
 - Venue Requirements
- **VENDOR/ENTERTAINMENT**
 - DJ
 - Photographer
 - Band
 - Performer
 - Speaker
 - Other??
- **EVENT SCHEDULE/AGENDA**
 - Set Up Team
 - Greeters
 - Welcome Table
 - Walk Up Registrations
 - Payment At Door (If applicable)
 - Membership/Fundraising Table
 - Memberships
 - Donations/Fundraising (use giving envelopes)
 - Clean Up Team
- **GIVEAWAYS/RAFFLE PRIZES**
 - Free giveaways at the door
 - Raffle Prizes (from tier funds)
- **REGISTRATION**
 - Final Registration Rosters

- Walk Up Lists
- Nametags
- **FOOD/BEVERAGE/CATERING**
 - Food
 - Cash Bar
 - Drink Tickets
 - Menu
 - Catering Deadline
- **MARKETING/SIGNAGE**
 - Marketing
 - Event Registration
 - Email Blast
 - Social Media
 - Flyer
 - RSVP Date
 - Event Signage
- **VOLUNTEER NEEDS**
 - Set Up Team/Greeters
 - Clean Up Team
 - Troubleshooters
- **EVENT FOLLOW UP**
 - Event Briefing