

# Event Planning Basics – A Checklist

So you're planning a big event, huh? Well don't stress! We already know it's going to be great!

But easier said than done, right? We know. So to help you feel a little more at ease, we've put together a checklist for event planning success:

## A few months before the event...

- ☐ Recruit a planning committee
- ☐ Select a location
- ☐ Decide on a date/time
- ☐ Determine food, drinks, and entertainment
- ☐ Determine admittance cost, if necessary
- ☐ Send out invitations

## A few weeks before the event...

- ☐ Set up registration form and payment processing on your website and/or AMS
- ☐ Set up reminder notification emails for attendees
- ☐ Post the event on your organization's website and event calendar
- ☐ Promote the event on social media

## A few days before the event...

- ☐ Conduct a test run at the venue
- ☐ Pick up decorations, rental equipment, etc.
- ☐ Post last reminders on social media
- ☐ Send out reminder emails

## A few hours before the event...

- ☐ Pack business cards
- ☐ Ensure you have copies of instructions and phone numbers
- ☐ Check in with committee chairs
- ☐ BREATHE

## Immediately following the event...

- ☐ Solicit feedback (conduct a post-event survey)
- ☐ Return rental equipment
- ☐ Send thank you notes to donors and volunteers
- ☐ Start thinking about your next event!