

Event Checklist

4-6 Months Before

- _____ Select the date for event; check community calendar for competing events
- _____ Identify volunteer coordinating committee – this committee should meet once per month until 6 weeks before the event and then at least every other week
- _____ Choose type of event and location
- _____ Begin to divide up task areas among volunteers
- _____ Brainstorm names for event hosts

3-4 Months Before

- _____ Create a master invitation list
- _____ Send out save the date notice to master invite list
- _____ Plan the budget and the fundraising goal
- _____ Talk to each event host; obtain their commitment to be a host
- _____ Write up “job description” for hosts
- _____ Determine form of publicity (invitation by print/email; facebook, website, media)
- _____ Determine who will create and send the invitation
- _____ Identify event needs in terms of supplies (food, drink, auction items, party supplies, music etc)
- _____ Identify potential donors of event supplies and assign solicitors

2-3 Months Before

- _____ Convene meeting of hosts and train them
- _____ Have hosts send in their personal guest lists into central location for coordination
- _____ Publicity sub-committee activates all publicity vehicles
- _____ Solicitation sub-committee completes all supply and entertainment solicitations

6 Weeks Before

- _____ Reminder calls/emails to all hosts; convene in-person or phone call meeting of all hosts
- _____ Send printed invitations
- _____ Begin tracking RSVPs
- _____ Determine who will do invitation follow-up calls

3-4 Weeks Before

- _____ Finalize event logistics – location
- _____ Confirm all supplies and entertainment
- _____ Prepare auction material if necessary
- _____ Customize program agenda
- _____ Determine “take away” materials

Event Checklist

1 Week Before

- _____ Review RSVPs and have hosts do invitation follow-up calls
- _____ Confirm with caterer or menu planner
- _____ Collect or purchase food, supplies, auction items
- _____ Assign staff/volunteers to welcome and check in guests (as needed)

3 Days Before

- _____ Make reminder calls to everyone who plans to attend
- _____ Prepare and distribute event schedule
- _____ Prepare nametags and other event materials

Day of Your Event

- _____ Ask staff/volunteers to arrive 1-2 hours before event
- _____ Prepare beverages and food (in coordination with caterer, as needed)
- _____ Set up sign-in table with nametags, sign-in sheets, etc.
- _____ Set out “take away” materials
- _____ Arrange space needed for program presentation and guest seating
- _____ Greet guests, take their coats, help them sign in or get nametags

The Presentation

- _____ Gather guests and share your reasons for hosting the event
- _____ Introduce key speakers
- _____ Invite guests to ask questions, stay and mingle, as time allows

After the Event

- _____ After guests leave, debrief event with presenters/staff (if possible)
- _____ Collect all remaining materials
- _____ Within one week, send personal email to those who sent “regrets” of any kind
- _____ Within one week, send personal thank you notes or emails to all guests
- _____ Within two weeks send tax-deductible donation thank-you letter
- _____ Convene coordinating committee for final debriefing – by phone or in-person – and finalize notes for future events