Dean of Students Office - Event Checklist

This section to be completed by the event organizer:

Event Name:	
Event Date / starting and ending time:	
Event leader (if a committee/group, please also specify the committee/group name and the leader of the event:	
Summary description of this event:	

Action Item	Required for this event?	Fiscal expenditure required? (if yes, enter the estimated amount	Person responsible	Completion target date	Actual completion date
Event Space, Setup, Parking and Signage					
Room(s) reservation submitted and approved					
Seating plan					
Rent extra tables and seating					
Schedule room(s) set up and breakdown w/Facilities					
Display tables / poster stands					
Interior and exterior event signage (directions to event)					
Special parking arrangements required					
Prepare schedule of presenters					
Event Speakers					
Confirm guest presenter 1:					
Confirm guest presenter 2:					
Confirm guest presenter 3:					
Speaker(s) expense reimbursement					
Marketing, Registration and Check-in					
Create on-line event registration tool					
Advertise event on Facebook / other media					
Prepare marketing / email campaign					
Invite guests in registration					
Staffing for check-in / registration					
Maximum cap on attendees? If yes, specify:					
Print name badges					
Prepare handouts / packets					
Send 48 hour e-mail reminder to attendees					
Technology Support					
Schedule technology support staff					
Request temporary computers / laptops					
Install special software for event					
Set up microphone					
Schedule Marketing dept videographer / photographer					
Pre-install Powerpoint / other electronic presentations					
Refreshments and giveaways					
Order refreshments					
Requisition WJC branded merchandise for giveaway					
TOTAL ESTIMATED EXPENDITURES FOR THIS EVENT:		$			