

Event Planning Checklist

Name of Event: _____

Date of Event: _____

Location of Event: _____

Volunteer Responsible: _____

Volunteer phone number: _____

Volunteer e-mail: _____

Event location contact information:

(Name) _____

Address _____

Phone number _____

Name of room/bar/boat etc. at which event will be held: _____

Maximum # of people allowed: _____

Food served: Yes No

Type and amount of food: _____

Event underwriter: _____

OR

Admission charge: _____

Cash Bar: Yes No

Drawing to be done: Yes No

Invitations sent: Date: _____

RSVP date on invites: _____

Other marketing to be done: _____

Deadline to report RSVP's to the event site: _____

Deadline to report RSVP's to the alumni office: _____

Number of RSVP's by deadline _____