Event Planning Checklist
SAMPLE

Name of Event:_____Chicago Packer Party_____

Date of Event: _____December 11, 2005_____

Location of Event: _____Sheraton Hotel - Chicago_____

Regional Volunteer Responsible: _____Susan Smith_____

Regional Volunteer phone number:555-555-5555_
Region volunteer e-mail:___ Ssmith @yahoo.com

Event location contact information: (Name) ___Mrs. Sheraton_____
Address_____1234 Hotel Street_____
Phone number____763-555-5555_____

Name of room/bar/boat etc. at which event will be held: _____The Red Room_____
Maximum # of people allowed: _____75_____
Food served: Yes or No: __YES___
Type and amount of food: _____cheese and sausage tray, potato wedges, fruit tray, and veggie tray_____
Event underwriter: _____(if an alum or alumni wants to pay for the entire event)_____
OR
Admission charge: _____$25_____

Cash Bar: Yes or No: __YES___

Drawing to be done?: Yes or No ___YES___

Invitations sent: Date: _____October 24, 2005_____(send six weeks in advance of event)_____
RSVP date on invites: _____December 1, 2005_____

Other marketing to be done: _____Sam, John, and Arlene are going to call 10 people each, I am putting up posters in area supermarkets and retail stores with bulletin boards, Sarah designed the invites and they are out.____(Attach list of who is being called by whom.)_____ _____.

Deadline to report RSVP's to the event site: _____December 5, 2005_____
Deadline to report RSVP's to the alumni office: ___December 5, 2005_____
Number of RSVP's by deadline: _____