

BARNARD COLLEGE - EVENTS MANAGEMENT

Event Planning Checklist

This checklist is designed to help event organizers think about and keep track of the logistical details for events. Not all items may be applicable to every event, but they might inspire new ideas.

Step 1: Determine General Event Information:

- Event objective / purpose
- Name of event
- Total event budget
- Event sponsors and co-organizers

- Preferred event day/date
- Event time (start/end times)

- Event agenda

- Audience / total number expected
 - Students, faculty, staff
 - Alumnae
 - Honored guests
 - General public

- Notify appropriate Barnard leadership of event (President, Provost, Dean, Director, etc.)

Step 2: Determine Speakers / Presenters:

- Event speakers / presenters (Barnard, Columbia, outside guest)
 - Approve speakers / presenters with the appropriate Barnard administrator
 - Invited speakers / presenters
 - Confirmed attendance / needs
 - Back-up plan created
- Arrangements for speakers
 - Honorarium / reimbursement
 - Accommodations
 - Travel and transportation

Step 3: Arrange Event Logistics:

- Space and set-up (see www.barnard.edu/eventsmgmt)
- Audiovisual equipment and support

- Catering
 - Aramark or another Barnard-approved caterer
 - Other food service arrangements (delivery, pick-up)
 - Dietary requirements (Hallal, Kosher, vegan, vegetarian)
 - Wait-staff / bartenders
 - Alcohol (see www.barnard.edu/eventsmgmt under Policies and Procedures)
 - Water for speaker podium / panel table

- Public Safety support

- Purchase Orders for outside vendors
 - Barnard-approved caterer
 - Rentals (furniture, trees)

- Campus accessibility
 - Access route / map of campus
 - Accessible seating identified / arranged
 - Other needs identified / arranged

Step 4: Event Publicity / Printed Materials

- Publicity
 - Calendar of Events and or website listing
 - Poster / postcard design
 - Photographer
 - Press

- Printed Materials
 - Invitations
 - Programs / conference packets
 - Name badges
 - Reserved signs
 - Panelist tent cards
 - Directional signs

Step 5: Arrange Event Hospitality:

- Hospitality / staffing needs
 - By location (registration, event space, posting signs, Q&A mic runners, clean-up)

- Gifts
 - For speakers / honored guests
 - For audience
 - Identify person / time to present gifts

- Decorations
 - Flowers
 - Linens

Step 6: Day-of-Event:

- Prior to Event
 - Brief staff on program / responsibilities
 - Check set-up
 - Check catering
 - Audiovisual run-through
 - Place flowers
 - Place water for speakers
 - Place programs, reserved signs, panelist tent cards
 - Post directional signs
 - Set up registration area
 - Meet and escort speakers
- End-of-Event
 - Collect remaining paperwork, lecture notes, programs, give-aways, evaluations
 - Gather lost and found and take to Public Safety

Step 7: Event Wrap-up:

- Event feedback / evaluation
- Finalize payments (catering, audiovisual services)
- Thank you notes