

Event Checklist

TITLE OF EVENT:

Date:

Time:

Location:

Parking:

Charge for Event:

Designer:

Printer:

Mailhouse:

Material	Date Designed:	Date Printed:	Date Mailed	Printer:	Mailhouse;	Prepared and sorted for Mailing:	Who Receive Material:
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Invitation

Invitation Printing completed by:

Invitation mailed by:

Sorted and prepared for mailing by:

Who will receive invitation:

RSVP due date:

RSVP Staff Contact:

Other Materials

Save the Date Card:

Confirmation Letter/Card:

Program Design/Printing:

Name Tags:

Check-in List:

Signage:

Other Materials:

INTERNAL ADMINISTRATION:

Event Purchase Orders:

Concourse Event Form:

Check Requests:

Expense Reports:

Underwriters' Benefits:
Alert Staff of Event (if appropriate):

EVENT CONTRACTING:

Caterer contracted:
Décor designer contracted:
Floral contracted:
Rentals contracted:
Sound system:
Piano rental:
Musicians contracted:
Photographer contracted:
Other Contracting:

EVENT DETAILS:

Staffing working event:
Staff Duties:
Organizational Staff Meeting:
"Check the RSVP Numbers" Dates:
Remarks:
Presentation Items:
Seating:
Music/CDs for sound system:
Opera Tickets for guests:
Confirm numbers to Caterer/Décor/Rentals:
Webpages:
Other Event Details:

POST EVENT:

Thank you gifts/calls:
Retrieve signage/materials:
Confirm all attendee payment:
Other Post Event Details:

Event Budget

Income	#	Budget	Actual
All reservations			
Underwriting			
Total Income			

Expenses			
Space Design			
Space Rental			
Catering (\$ pp)			
Bar			
Wine			
Music			
Rentals (tables, chairs, linens, etc)			
Flowers			
Lighting			
Parking			
Printing - Invitations/signs (see below)			
Postage			
Program printing			
Photography			
Miscellaneous (see below)			
Patron gifts			
Total Expense			
NET			

Printing		
Letterhead and envelopes		
pledge cards, Misc items		
STD cards		
Materials		
Invitations		
Signs		
TOTAL		

Miscellaneous		
Gift for Event Chair		
TOTAL		