

Event Planning Checklist

Name of event: _____

Date: _____ Time: _____ Location: _____

Anticipated Attendance: _____

BRAINSTORMING

- How many people do we need to make the event happen?
- Do we have the resources to make it happen?
- What is the party theme (eg, treasure hunt, Olympics, pirates, Hawaiian luau, carnival, adventure, cartoon characters)?

SCHEDULING

Responsible: _____

- Talk with the appropriate hospital contacts regarding:
 - What is our budget?
 - What size space do we need?
 - What kind of technical requirements do we have?
- Schedule a meeting to go over technical requirements and set up
- Food permit completed?
- Outdoor space permit completed?
- Sound permit completed?
- Sanitation permit completed?

INVITATIONS

Responsible: _____

- Review and complete template invitations

GRANTS/FUNDRAISING

Responsible: _____

- Identify potential supporters
- If you are applying for grants, did you get your applications in by the deadline?

ADVERTISING/PUBLIC RELATIONS

Responsible: _____

- Determine appropriate advertising needs for event
 - Internal hospital opportunities
 - Community opportunities
- Determine any community outreach
- Determine any media outreach
- Determine any other form of marketing
 - Social media such as Facebook, Twitter
 - Hospital website
 - Hospital newsletter
 - Other:

SHOPPING

Responsible: _____

- Determine any on-site supplies needed, including:
 - Decorations and supplies
 - Food
 - Other:

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WEEK PRIOR

Responsible: _____

- Call to confirm reservations and make sure all details are secured if event is off-site
- Assign event shifts for group volunteers (set up, during the event, break down)
- Create any signs, programs, or fliers needed at the event
- Remind vendors and volunteers of time and place of the event

DAY OF EVENT (See also *Run-of-Show Schedule*)

Responsible: _____

- Arrive early to the event for set up
- Meet vendors at the event and assist with set up
- Greet guests and distribute information
- Have fun!
- Clean up and remember that your location may have special clean up regulations

AFTER THE EVENT

Responsible: _____

- Send thank-you notes to event organizers and on-site help
- Complete and submit post-event evaluation
- Make sure to pay all bills

Don't forget to keep a list of the people and the phone numbers that you are contacting throughout your planning. (See Contact List for more information.)