

Event Checklist

(Event Name)	
Date	
Time	
Location	
Event Purpose	
Theme	
Target Audience	
Estimated Attendance	
Contact Person	
Volunteers/Club Members On Site	
Guest List/Registration	
Invitations	
RSVP Date and Who's Collecting	
Event Program/Itinerary	
Speakers	
Budget Available for Event	
Expenses Incurred	
Cost for Attendees	
Space Reserved	
Caterer Secured	
Beverages (tickets provided; cash or open bar)	
Décor	
Entertainment	
Equipment (tables, chairs, risers, podium, etc.)	
Audio Visual	
Marketing	
Giveaway	
Security	
Photography	
Parking	
Directional/Location Signs	
Nametags	

Event Checklist by Suggested Timeline

12 Weeks Before

- ☐ Event Steering Committee meets to select theme, time, date, and location of the event.
- ☐ Reservation of location made
- ☐ Make deposit arrangements for venue and/or caterer
- ☐ Request speaker from OSUAA Speaker List via Speaker List Request form (send to your REO)

8-10 Weeks Before

- ☐ Submit a Workfront form if you are requesting a printed mailing for this event (if your group is eligible)

4-6 Weeks Before

- ☐ Submit a Workfront request for an email send to the alumni in your area
- ☐ Reach out to volunteers to ensure you have a person to:
 - Welcome attendees
 - Introduce speaker/program/activity
 - Mingle with attendees before and during the event
 - Guide people to the registration table

2-3 Weeks Before

- ☐ Confirm with your volunteers that they will be in attendance
- ☐ Confirm that you have volunteers to welcome guests
- ☐ Confirm that you have a volunteer to introduce the speaker/program/activity
- ☐ Speak with venue contact to ensure your menu is set and AV/room needs are available

5 Days Before

- ☐ Confirm number of attendees with caterer
- ☐ Check in with venue to confirm final details
- ☐ Purchase nametags for event if necessary

Day of Event

- ☐ Arrive early to set up and check out space.
- ☐ Event Steering Committee arrives early to set up and ensure logistics are complete
- ☐ Set up registration table and check-in guests and provide nametags
- ☐ Ensure volunteers are fulfilling their assigned roles
- ☐ Reconcile bill with venue and/or caterer

1 Day After

- ☐ Upload attendance sheets and receipts (if necessary) to the Post-Event Reporting Form through DocuSign <https://groups.alumni.osu.edu/post-event-incentive-reimbursement/>

1 Week After

- ☐ Send thank you note to speaker if necessary