

**Dixon University Center
Conference Services Office**

Event-Planning Checklist

This Event-Planning Checklist was developed to assist staff and meeting planners when they are organizing panel discussions, symposia, workshops, meetings, conferences, etc. Not all items on the Checklist will be relevant to every function. Questions pertaining to the checklist or requests for assistance should be directed to the Conference Services Office at 717.720.4081 or at kheagy@passhe.edu.

DETAILS MEETING PLANNER WILL ARRANGE

Type of Event

- Conference
- Lecture
- Meeting
- Panel Discussion
- Symposium
- Workshop
- Other _____

Name of Event

Contact Person (usually chair of organizing committee)

- Name
- Title
- Organization/Department
- Address
- Telephone number/Fax number
- E-mail

Committee

- Members (include telephone numbers and e-mail addresses)
- Meeting schedule
- Distribution of responsibilities

Budget

- Source of funds
- Accounts required (for example: travel, entertainment, accommodations, honoraria, posters, printing, office supplies, photographer, disability accommodations, etc.)

Space Reservations

- Date (check space availability before confirming the date)
- Start and end times
- Estimated number of attendees
- Catered or non-catered
- Requirements - *capacity, agenda (ie: general sessions, breakout sessions), technology requirements (ie: videoconferencing and computer labs – see Technology Reference Guide for complete list of technology options)*
- Inclement weather plans

Disability Access and Accommodations for Speakers, Special Guests, and Participants

- Accessible location
- Special transportation
- Accessible hotel room
- Lowered podium
- Wheelchair access to stage
- Special seating section
- Sign language interpreter/communication assistance

Speaker/Panelists

- Invitation
- Background information - *CV; publicity photograph; title of lecture and overview, if applicable; audio and video release forms, if applicable; background reading material, if applicable*
- Honorarium
- Travel plans
- Accommodations*
- Ground transportation between airport/train station and campus
- Parking
- Identify individual to introduce speaker/panelists at event and/or moderate panel
- Thank you/honorarium & expense reimbursement

Registration

- Name tags
- Conference/Meeting Information Packet/Pencils/Pens
- Gifts/Take-aways

Special Guests

- Invitations
- Travel plans
- Accommodations
- Ground transportation between airport/train station and campus
- Parking
- Follow-up, if necessary, after event

Invitations

- Print/Email
- Design required
- Guest list
- RSVP
- Include campus map on invitation or enclose Response deadline date
- Person/telephone number to whom to respond
- Internal distribution, if appropriate
- Name and telephone number of contact person (Voice and TTY*), particularly if invitation is a conference registration form

Dinners/Receptions

- Budget
- Food & beverage (ie: buffet, served, alcohol, dietary restrictions)
- Head table and chairs
- Flowers (*C&J Catering can include and provide cost estimate*)
- Place cards/seating chart

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- Host/Emcee
 - Schedule of evening/timeline
 - Podium and microphone or other technology
 - Photographer

Reserved Seating

- Press section/reserved special-guest seating
- Signage
- Special-needs section (interpreter, other)

Miscellaneous

- Thank You Notes

DETAILS CONFERENCE SERVICES OFFICE (CSO) WILL ARRANGE – use the Conference Services Request (CSR) Form

Registration

- Tables/Chairs
- Information table
- Trash receptacles
- Coat racks

Technology needs

- LCD projector
- DVD player
- Laptop/Computer access
- Annotation capability
- Presenters Remote
- Computer Lab
- Videoconference capability

Audio Needs

- Podium with microphone
- Lavalier (small clip-on microphone)
- Microphones for panel/head table

Room setup

- Type of setup
- Head table
- Chairs (on stage)
- Flipcharts

Exhibits/Poster Displays

- Tables
- Chairs
- Electric
- Easels