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
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

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
Lavaliere (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