

EVENT TASK LIST



1. Venue

- Cost
 - Contract
 - Deposit
 - Payment or cancellation deadlines
- Size limit
- Parking
- Times available
- Food storage or prep abilities
- Restrooms

2. Catering

- Cost
 - Contract
 - Payment deadlines
 - Minimum spending requirement?
- Final count deadline
- Sample menu
 - Special diet options (kids, vegetarian, allergies)
- Timing
- Permit for alcohol

3. Personnel

- Paid staff
 - Overtime or regular work hours
- Volunteers
 - Recruitment
 - Instructions
 - Thank you gifts
- Exhaustive map of every job from beginning to end and who will fill it
 - Extra floating staff for absences or emergencies
- Nametags

4. Set-up and Clean-up

- Timing
- Supplies
 - Storage before and after
- What is provided?

5. Decorations

- Prep time
- Transport
- Set up
- Reuse?
- Storage before and after

6. Sponsorship

- Promotion
- Asking timeline

- Menu of donor levels
 - Management of records
- 7. Registration or ticket sales**
 - RSVP
 - Deadlines
 - Recordkeeping
 - Refund policy
 - Information packet
 - Money exchange
- 8. Handling money at event**
- 9. Security**
 - Crowd control
 - Emergency response/medical
 - Traffic
 - Liability
- 10. Children's activities**
 - Supplies
 - Supervision
 - Age appropriate
- 11. Signs for sponsors**
 - Logo and design
 - Costs
 - Printing
 - Space or location
 - Set-up
- 12. Technology**
 - Music
 - Projector
 - Microphone
 - Photographer
 - Tested
 - Set up
 - Back-up plan for problems
- 13. Guest speakers or emcee**
 - Cost
 - Contract
 - Travel and transportation
 - Housing
- 14. Agenda**
- 15. Weather cancellation plan**
- 16. Promotion**
 - Website
 - Print media
 - TV/Radio
 - Social Media
- 17. Tracking info**
 - Chart of tasks
 - Timeline of completion
 - Financial recording