

SAMPLE TEMPLATE – Special Events Checklist

_____ Community League Special Events Checklist

Event Name: _____

Date: _____ Time: _____

Location: _____ Budget: _____

Person Responsible: _____

Phone: (Daytime) _____ (Evening) _____ E-mail: _____

Done	Action	Notes	Due Date	Person Responsible
	General			
	Determine approval for event			
	Determine event budget			
	Determine program basics – what, where, when, why, who you want to attract			
	Booking the Basics			
	Book event venue and determine backup/rainout site (ensure basics are in place: phones, power outlets, washrooms, coat check)			
	Book entertainment			
	Book caterer			
	Determine and book rental needs (tables, chairs, portable toilets, podium, etc.)			
	Program Details			
	Map out detailed event timing			
	Identify any dignitaries/special guests			
	Get liquor licence			
	Determine other required permits and get them			
	Identify any transportation / parking needs			
	Coat rack needed?			
	Determine Master of Ceremonies			
	Identify any speeches / remarks needed			
	Speeches / remarks written			
	Book sound system			

	Sketch out site map (if needed) showing table placement, stage, displays, etc.			
	Determine need for contest drop boxes, pens, etc.			
	Determine decorations			
	Arrange for photos			
	Promotion			
	Develop promotion plan			
	Get up-to-date membership list			
	Develop mailing/contact list for non-members to be included			
	Draft letter of invitation (with RSVP contact)			
	Produce promotional materials			
	Implement promotion plan			
	Mail letters of invitation to special guests			
	Issue news release (if needed)			
	Event Staffing / Volunteers			
	Identify volunteer/staffing needs			
	Determine volunteer shifts			
	Orient / train volunteers			
	For Event Day			
	Arrange arrival times for volunteers			
	Arrange early access to venue for decorating and set-up			
	Compile contact list for helpers			
	Pack "special event kit" with tape, scissors, pens, paper, etc.			
	Check arrangements for garbage disposal and other clean-up			
	Check any special parking arrangements			
	After the Event			
	Complete clean-up			
	Return all rented and other materials			
	Pay bills			
	Reconcile event budget			
	Thank all helpers (including businesses, etc. who helped promote the event)			
	Review event for successes, improvements needed			
	Prepare and present report to board			