CMCI Sample Event Check List

Please make a copy of this document and edit it as needed to adapt for your event. Date of event: Time of event: Reserved times: Location Misc. event notes: Speedtype: Budget: Decoration purchases = Food and drink = Total spent = Items Needed: ☐ Food and drinks - provided or catered? ☐ Tables and chairs ☐ Trash bins + hand sanitizer Cups, plates, utensils Decorations ☐ Swag (if needed) To Do Confirm location ■ Measure spaces to ensure space for all items ☐ Purchase snacks/coordinate with caterer ☐ Kimberly onsite to take event photos Consult with Kimberly to discuss social media Add to Campus Events Calendar ☐ CMCI branded name tags and black Sharpie pens Day prior to event Confirm weather for event day and if necessary

☐ Have a back up plan in case of inclement weather

Day of event

☐ Confirm weather again
☐ Set up and double check all items needed are onsite
☐ Return any items borrowed from CMCI
☐ Any day of social media posts
☐ Return unused swag (if needed)
Post event
☐ Does an inventory need to be done of what swag is left and what may need to be ordered
☐ Post event recap
☐ Any day after social media posts
☐ Ensure all historical documents/invoices/receipts are accounted for
☐ add to Basecamp and Concur
☐ Thank yous

Contacts

CMCI staff, venue staff, etc