



CMDI **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:

of attendees:

Location:

Reservation time (set-up/takedown):

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 date/time
- ☐ Confirm location
- ☐ Add to internal CMDI Outlook calendar (CMDI-Sched-Events)
- ☐ Add to Campus Events Calendar
- ☐ Purchase snacks/coordinate with caterer
- ☐ Consult with [Kimberly](#) regarding photo/video needs at event
- ☐ Consult with [Mallory](#) to discuss social media
- ☐ CMDI 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 CMDI
- ☐ 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- ☐ Ensure all historical documents/invoices/receipts are accounted for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

CMDI staff, venue staff, etc