

Ribbon Cutting Planning Checklist

MAKE A COPY & ASSIGN OWNERS

PLANNING NOTE

Use this planning checklist starting about one month before the celebration. Assign a person responsible and due date for each task, then tailor the list to your organization's event size and capacity.

EVENT TITLE	DATE(S)	LOCATION

1 Month From Event

Task	Person Responsible	Due Date	Completed?	Comments
Identify goal of event			☐	
Create and track budget			☐	
Book venue after choosing date/time			☐	
Design flyer			☐	
Compile guest list			☐	
Identify and confirm any guest speakers			☐	
Identify and confirm any tablers			☐	
Identify sponsors for food/raffle, etc.			☐	
Identify AV needs			☐	
Send invites to guest list and follow up			☐	

with invites two more times				
Create press release			☐	
Coordinate with RE-volv to review press release and media list			☐	
Create media list			☐	

Two Weeks Before Event

Task	Person Responsible	Due Date	Completed?	Comments
Create materials and supplies needed list (see Materials List)			☐	
Hire videographer or photographer			☐	
Post on social media to promote the event			☐	
Share social posts with RE-volv and tag RE-volv to amplify			☐	
Create/post event invitation and RSVP link			☐	

Week Before Event

Task	Person Responsible	Due Date	Completed?	Comments
Send pre-event logistics email 1-2 days before event			☐	
Pitch press with media advisory			☐	
Get red ribbon and big scissors (reach out to RE-volv if support is needed)			☐	
Reach out personally to local nonprofits			☐	

Day-of-Event Roles

Task	Person Responsible	Due Date	Completed?	Comments
Responsible for materials/supplies list			☐	
Responsible for food list			☐	
Set up			☐	
Clean up			☐	
Take pictures at event (share with RE-volv)			☐	
Capture quotes at the event (share with RE-volv)			☐	

After Event

Task	Person Responsible	Due Date	Completed?	Comments
Send thank-you note to event collaborators			☐	
Post press release on website (share final press release with RE-volv)			☐	
Send follow-up email to guests			☐	
Send final press release to media			☐	

Event Stats

Total Time (rounded to nearest half hour)

Total Attendees

Speakers

Name	Title / Organization	Status	Email

Event Contacts

Name	Organization	Email	Phone

Materials List

Material	Person Responsible	Comments
Hand clicker (tally counter)		Used to count attendees.
Check-in sheet		Track attendance and collect names/emails for follow-up.
PA system		
Extension cord		
Tables		Plan for food/drinks and local organizations sharing resources.
Red ribbon and big scissors		