

EVENT NAME
EVENT DATE
TO DO LIST
MARKETING/PRINTING

TASK	STAFF RESPONSIBLE	TARGET DEADLINE	COMPLETED
Invitation categories developed			
Online registration set up			
Draft invitation text			
Design invitation			
Invitation proofing rounds			
Print invites (if required)			
Reach out to External Affairs			
Save the date email			
School online digest			
Reminder email to invitation list			
Confirmation email to all registered			

LOGISTICS

TASK	STAFF RESPONSIBLE	TARGET DEADLINE	COMPLETED
Rooms reserved			
Create a staff plan			
Order catering services			
Media Services request placed			
Facilities Work Order submitted			
Public Safety list submitted (if necessary)			
Design and produce signs/banners			
Create name tags, final lists, etc.			
Pack all supplies			

REMARKS/PROGRAM/BRIEFINGS

TASK	STAFF RESPONSIBLE	TARGET DEADLINE	COMPLETED
Develop schedule of events			
Write speaker remarks			
Create briefings			
Create printed program			

THANK YOUS/FOLLOW UP

TASK	STAFF RESPONSIBLE	TARGET DEADLINE	COMPLETED
Send thank you notes			
Process invoices			
Do debriefing			
Do final budget			