

## EDUCATIONAL SUPPORT SERVICES

### Event Planning Checklist

#### EVENT DETAILS

<b>Event Title:</b>	
<b>Event Date(s):</b>	
<b>Event Time(s):</b>	
<b>Event Location(s):</b>	
<b>Presenter(s):</b>	
<b>Max # of Participants:</b>	
<b>Event Director/Manager:</b>	
<b>Event Support Staff:</b>	
<b>Event Planning &amp; Approval Form Done:</b>	
<b>Class Posting / Event Website Link:</b>	
<b>Misc Event Details:</b>	

#### MAIN EVENT LOGISTICS: REGISTRATION AND UNITS

<b>Needed</b>	<b>Item / Task</b>	<b>Detail of Item/Task</b>	<b>Assigned To</b>	<b>Completed</b>
	Registration via SCOE Website			
	Reminder to Participants			
	Extended Ed Units via SSU			
	Invoicing: Individuals/Schools/Districts/Etc			
	Sponsorship Agreements / Invoicing			
	Verification of Payment Prior to Event			
	Event Budget Set			

#### MARKETING / COMMUNICATIONS / MEDIA COVERAGE

<b>Needed</b>	<b>Item / Task</b>	<b>Detail of Item/Task</b>	<b>Assigned To</b>	<b>Completed</b>
	<a href="#">E-Blast</a>			
	<a href="#">Request Press Release by Admin</a>			
	<a href="#">Request event coverage by Admin</a>			
	<a href="#">Request Photos by Admin</a>			
	<a href="#">Request Event Ads by Admin</a>			
	Photo Release(s)			
	Misc/Other			

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#### **CONTRACTS / LOGISTICS FOR PRESENTERS AND VENDORS**

<b>Needed</b>	<b>Item / Task</b>	<b>Detail of Item/Task</b>	<b>Assigned To</b>	<b>Completed</b>
	Presenter Contracts			
	Presenter Travel Coordination			
	Payments to Presenter/Vendors			
	Stipend agreements			
	Misc / Other			

#### **LOCATION BOOKING / ROOM SET-UP / ROOM EQUIPMENT NEEDED (Request via Room Booking)**

<b>Needed</b>	<b>Item / Task</b>	<b>Detail of Item/Task</b>	<b>Assigned To</b>	<b>Completed</b>
	Location/Room Booking			
	Table set up			
	Stage			
	Microphone			
	Screen set-up			
	Chart Stand			
	Certificate of Insurance			
	Share Off-Site Event Info w/ Front Desk			
	Request overflow parking (if needed)			
	Misc/Other			

#### **Catering**

<b>Needed</b>	<b>Item / Task</b>	<b>Detail of Item/Task</b>	<b>Assigned To</b>	<b>Completed</b>
	Breakfast			
	Lunch			
	Dinner			
	Morning snack			
	Afternoon snack			
	Candy/Cookies for afternoon			
	Staff Meal(s)			
	Presenter Meal(s)			
	Misc/Other			

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#### **TECHNOLOGY NEEDED FOR EVENT (Request via IT / Other Sources)**

<b>Needed</b>	<b>Item / Task</b>	<b>Detail of Item/Task</b>	<b>Assigned To</b>	<b>Completed</b>
	IT assistance for set-up / issues			
	Back channel set-up			
	Elmo / Doc Camera			
	Portable LCD			
	ESS iPad/Chromebook Cart			
	iPads for Check In (classified staff iPads)			
	Laptops			
	Speakers			
	Charging Stations			
	Presenter Cart (PC or Mac)			
	Misc/Other			

#### **RESOURCES / MATERIALS NEEDED FOR EVENT**

<b>Needed</b>	<b>Item / Task</b>	<b>Detail of Item/Task</b>	<b>Assigned To</b>	<b>Completed</b>
	Participant Baskets			
	Presenter Baskets			
	Sign In Sheet			
	Name Tags			
	Directional Signs			
	Table Tents			
	Chart paper			
	Blank letter-size paper			
	Presentation docs (Ex: PowerPoint)			
	Paper handouts			
	Electronic handouts			
	Books			
	First Aid Kit (if off-site)			
	Misc/Other			

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#### STAFFING NEEDS

<i>Needed</i>	<i>Item / Task</i>	<i>Detail of Item/Task</i>	<i>Assigned To</i>	<i>Completed</i>
	Registration Help Needed			
	Misc			

#### FEEDBACK and FOLLOW-UP

<i>Needed</i>	<i>Item / Task</i>	<i>Detail of Item/Task</i>	<i>Assigned To</i>	<i>Completed</i>
	Evaluation			
	Evaluation set to send in Survey Monkey / Posted to LMS			
	Plan Internal Professional Feedback: <i>Who will be giving you feedback? What will they be looking for? When will you meet to discuss and debrief?</i>			
	<b>Post-Event Debrief</b> / Review of Internal Professional Feedback	Date: Attendees:		
	General Event Follow-Up			
	<i>(if applicable)</i> Update <a href="#">CS Event Revenue Sheet</a>			