



Checklist: Planning a Committee Event

Initial planning

- List event objectives
- List target audience
- State budget (approved by ED)
- Who is managing event?
- Will there be sponsors?
- How many volunteers will be needed?
- Make specific checklist for each event depending on nature. For instance, if this is a networking event, will you have “ice-breaker” games?

Venue selection

- Permits/insurance needed?
- Any health permits needed to serve food?
- Emergency access
- Site layout
- Inclement weather contingency plan
- Is directional signage needed?
- Parking issues: Adequate disabled parking?
- Ease of delivery of food etc.
- Do you need to rent canopies, tents, tables, chairs, other?

Promotion

- Review with staff many ways to promote event to members. Staff have a promotion planning board for all events
 - Magazine
 - Flier
 - Brochure
 - Postcard
 - GMM packet
 - GMM podium announcements
 - GMM slides
 - Web page
 - Web banner
 - ShortCuts
 - E-mail blast
 - Social media
 - Phone call

Registration/ticketing

- Online?

Refreshments

- Wine/beer?
- BYO or provided?
- Soft drinks, coffee, tea, water?
- Food catered or potluck?
- If catered, choose menu within budget

One week before event

- Check with caterer re: expected attendees, menu, food delivery time
- Check with venue re: expected number of attendees
- Confirm with any sponsors
- Confirm with volunteers re: their work schedules
- Confirm with vendors for canopies, chairs, games, etc...

Day of event

- Make name tags if required.
- Bring blank name tags, pens
- Make sure any signage, table cloths, etc. are packed. SCCDS has pack and go carts.
- Event manager meets all volunteers one hour before event start to clarify assignments

After event

- De-brief to determine
 - Were event objectives met?
 - Total costs, income, net
 - Do attendee surveys or other input indicate satisfaction?
 - Should we do this event again?
 - File documents with staff coordinator