**PLC Planning Checklist**

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| --- | --- | --- | --- |
| **Action Item** | **Quantity** | **Deadline** | **Responsible** |
| **Venue:** Location Selected |  |  |  |
| **Venue:** Tables |  |  |  |
| **Venue:** Table Cloths |  |  |  |
| **Venue:** Chairs |  |  |  |
| **Venue:** Flatware |  |  |  |
| **Venue:** Warming Trays |  |  |  |
| **Venue:** Water Pitchers |  |  |  |
| **Venue:** Paper Products |  |  |  |
| **Venue:** Decorations |  |  |  |
| **Financial:** Ticket Sales |  |  |  |
| **Financial:** Petty Cash Drawer |  |  |  |
| **Promotion:** Bulletin Ads (run 5 weeks) |  |  |  |
| **Promotion:** Social Posting |  |  |  |
| **Promotion:** Custom Signage |  |  |  |
| **Promotion:** PLC Table-Top Display |  |  |  |
| **Food:** Vendor Secured |  |  |  |
| **Food:** Main Menu Established |  |  |  |
| **Food:** Drink Menu Established |  |  |  |
| **Food:** Dessert Menu Established |  |  |  |
| **Food:** Condiments Needed |  |  |  |
| **Food:** Ice Needed |  |  |  |
| **Gift:** Event-Themed Gift for Attendees |  |  |  |
| **Planning:** Confirm All Items to be Provided by HNC - w/Father Boivin |  |  |  |
| **Staffing:** Greeters / Check-in |  |  |  |
| **Action Item** | **Quantity** | **Deadline** | **Responsible** |
| **Staffing:** Kitchen: Servers / Cooks |  |  |  |
| **Staffing:** Beverage Station |  |  |  |
| **Staffing:** Floor Runners (refresh) |  |  |  |
| **Staffing:** Photographers |  |  |  |
| **Staffing:** Deliveries / Food Pick-up |  |  |  |
| **Other:** Send Thank You Note to Vendors |  |  |  |
| **Other:** Send Thank You Note to Volunteers |  |  |  |
| **Audio/Visual:** Music / Live |  |  |  |
| **Audio/Visual:** Music / Recorded |  |  |  |
| **Audio/Visual:** Instruments: Piano, MP3 Player, etc. |  |  |  |
| **Audio/Visual:** Speakers / Mics |  |  |  |
| **Audio/Visual:** Screens / Podium, etc. |  |  |  |