

EVENT CHECK LIST

STAGE COMMITTEE

Items	Quantity	Status	Comments
Backdrop			
Water Bottle			
Files, Agendas, Invitation & Paper			
Pens& Marker			
Podium& Mic			
Dias Table			
Dias Chairs			
Flower wais			
Sergeant at arms			
Mementos & Awards			
Collar& Gavel			
Guest Introduction			
Addresses			
Projector & Screen			
Laptop			
Awards List			
Lighting of the Lamp – Oil, Lamp stand, cotton buds, match box, candle			

REGISTRATION COMMITTEE

Receipt Book			
Registration Table			
Members List			
Seal & Ink pad			
Pens			

EVENT COMMITTEE

Event's Check List			
Gifts & Prizes			
Event's Materials			
Electricity (Generator)			
Laptop			



Music / Songs			
Banner & Backdrop			

FOOD COMMITTEE

Water Bottle + Bottom			
Plates			
Food			
Counters			
Tissue Paper0s			
Use & Throw Glass			
Wash (Water Check)			
Waste Basket			
Punching Machine or Scissor + Box			
Hand Glove			
Ice Cream Cup + Spoon			

SPONSOR COMMITTEE

Invitation			
Event Description			
Sponsors Manual			
Receipt Book			

Dias

Chief Guest - 2

Guest of Honor - 3

DRCC - 1

DRR - 1

DRRE - 1

District General Secretary - 1

District Chairman Events - 1

Event Chairman

Host President

Host Secretary

Event Convener

Inaugurals - Mementos

Chief Guest

Guest of Honor

Valedictory – Mementos

Chief Guest

Guest of Honor

DRCC



DRR

DRRE

District General Secretary

District Chairman Events