

**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 Pape0r0s |  |  |  |
| 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

