

RIT Event Planning Checklist

Use this basic checklist to assist your club/organization in planning a successful event. Brainstorm with key contributors and the executive board prior to event planning to be sure everything is covered.

Name of event: _____
Date(s): _____
Time: _____
Location: _____
Event Purpose: _____

BRAINSTORM

- ☐ Will the event work?
- ☐ How many people are needed to make it happen?
- ☐ Does the event serve a need previously not met on campus?
- ☐ Does our organization have the resources to make it happen?
- ☐ Do we need a rain date/location?

SCHEDULING

- Officer in charge: _____
- ☐ Talk with appropriate administrator about reservation needs (at CCL front desk or at reserve@rit.edu)
 - ☐ What size room is needed?
 - ☐ What kind of tech needs are required?
 - ☐ How much time is needed for set-up?
 - ☐ Tentatively book dates (are multiple needed?)
 - ☐ Confirm reservation once planning is complete
 - ☐ Register event through EVR online (<http://campuslife.rit.edu/evr>) or at the CCL front desk)

BUDGETING

- ☐ See sample budget planning sheet (attached)
- ☐ Do we need to request additional funds from SG?
- ☐ Have we met with the Club Center financial staff about our needs?

FUND-RAISING

- Officer in charge: _____
- ☐ What measures are being taken to ensure payment for services required up-front?
 - ☐ Where is money for this event/other expenses coming from?
 - ☐ Club budget
 - ☐ Member contribution
 - ☐ Fund-raising
 - ☐ SG Application for Additional Funds
 - ☐ Co-sponsorship (_____)
 - ☐ _____

ADVERTISING

- Officer in charge: _____
- ☐ Tabling
 - ☐ CCL Art Request (http://campuslife.rit.edu/art_request)
 - ☐ Posters/banners
 - ☐ Fliers
 - ☐ Table tents
 - ☐ LCD Screens
 - ☐ Other requests _____
 - ☐ Emailing
 - ☐ _____
 - ☐ _____

SHOPPING

- Officer in charge: _____
- ☐ Supplies needed for event/preparation:
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____

WEEK PRIOR

- Officer(s) in charge: _____
- ☐ Confirm reservations
 - ☐ Make sure all EVR concerns/arrangements are secured
 - ☐ Create programs/fliers or other materials needed at event

DAY OF EVENT

- Officer(s) in charge: _____
- ☐ Arrive early for event set-up and brief volunteers
 - ☐ Meet at event and coordinate set-up
 - ☐ Greet guests at door
 - ☐ Have fun and don't stress!
 - ☐ Clean up and leave room as specified

AFTER EVENT

- Officer in charge: _____
- ☐ Send thank you notes to key players/volunteers
 - ☐ Perform a post-event evaluation w/ those involved (attached)
 - ☐ Wrap up EVR communications and fill out post-event survey from EVR coordinator

****Don't forget to keep track of contact information and key people who helped with this event. Their information may come in handy for future events!****

This sheet is just a guide; it may not cover everything your event requires.

Event Budget Planning Worksheet

ANTICIPATED EXPENSES

Facilities Management Services \$ _____
\$ _____
\$ _____
\$ _____

Food \$ _____
\$ _____

Lodging (if required) \$ _____

Travel (if required) \$ _____

ETC \$ _____
\$ _____
\$ _____

Tech Crew \$ _____

Speaker fees/honorariums \$ _____

Other expenses \$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

TOTAL \$ _____

ANTICIPATED INCOME

Admission fees \$ _____

Co-sponsorship (list below):
\$ _____
\$ _____
\$ _____

SG Additional Award \$ _____

Other income \$ _____
\$ _____
\$ _____
\$ _____
\$ _____

TOTAL \$ _____

Post-event Evaluation

1. Did we meet our goals/objectives with this event?
2. Did we meet our budgetary goals?
3. Did we have enough volunteers/staff for the event?
4. What could have been done differently to make this event better/more successful?
5. Did we have enough PR/advertising for this event?
6. Did we execute this event/program in a professional manner?
7. Did we face any group conflict? What was it? How was it resolved? What could have been done differently?
8. Would we do this event again? Was it worth it?
9. Overall, was this a good program? How did it develop us as leaders/officers?