



## Special Event Checklist

### Pre-Event

- Appoint/select an event coordinator/planning committee
- Determine goal and purpose
- Determine location and dates
- Reserve site
- Build budget

*\*Submit fundraising applications with the Department of Student Life, if applicable.*

#### Determine Equipment Needs

- Chairs
- Tables
- Booths
- Stages
- Barricades
- Golf carts
- Tents

#### Determine Communication Needs

- Sound equipment
- Radios
- Cell phone numbers

#### Determine Electrical Power Needs

- Refrigeration equipment
- Cooking equipment
- Entertainment stages
- Lighting
- PA systems
- Power strips

#### Identify and Reserve Site Needs

- Trash containers
- Portable toilets
- Develop a security plan
- Arrange for temporary parking
- Decorations/banners/directional signs

#### Identify Special Services

- First aid station
- Draw site plan (show everything!)
- Establish a clean-up schedule
- Establish a system for recycling
- Determine impact on traffic/businesses/community

- Book entertainment (negotiate, approve, contracts)
- Is SA Tech needed? Reserve
- Fundraise/solicit donations/sponsors
- Determine what food/beverage and/or merchandise items are appropriate and/or allowed
- Manage all arrangements for vendors before, during and after all events

#### Identify Volunteers Needs

- Determine volunteers' job descriptions
- Assign and schedule volunteer shifts
- Create identification for volunteers
- Provide orientation or training for volunteers
- Recruit volunteers
- Arrange for staffing of a headquarters

#### Develop Media Plan

- Write a news release for the Lamron
- Develop logos for marketing material
- Design brochures, posters, flyers
- Send whats-up and events-I emails

### Day of Event

- Ensure all equipment and signs are at proper location
- Check trash receptacles frequently
- Set up information/registration area
- Test communication equipment
- Ensure all areas are manned
- Brief security/police on all elements of event and that location of key areas
- Supervise set up and delivery of all equipment
- Supervise tear down of equipment
- Inspect event site to ensure it is left in better condition that when the event started
- Send thank you notes to staff, volunteers and sponsors
- Ensure that all trash is picked up and properly disposed
- Arrange a thank you gathering for volunteers
- Written evaluation and financial statement