

EVENT CHECKLIST

Name of Event:	
Type of Event:	
Date:	
Time:	
1. Contact person:	
Telephone:	Email:
Cell:	Sign:
2. Contact person:	
Telephone:	Email:
Cell:	Sign:
3. Warden:	
Telephone:	Email:
Cell:	Sign:
Event Coordinator:	
Host:	
Speakers:	
Programme Director:	
Venue:	Kitchen facilities:
Tel.	Cell:
Booking:	
Capacity of venue:	
Site visit:	Disabled access/toilets:
Guest list/s:	Total No of guests invited:
Invitation:	
Wording of invitation:	Send Invitations by:
Total invitations printed:	RSVP date:
Electronic invitations:	Bulk mail invitations:
Dress code:	Map/Directions
Health & Safety:	
Contact Person:	
Tel:	Cell:
Site Visit:	
Sign off: Layout and Setup:	
Paramedics:	
Caterer:	
Menu:	
Tel.	Cell:
Special dietary requirements:	No of people:
(Vegan/Vegetarian/Kosher/Halaal)	
Cost per head:	

Final Numbers to Caterer by: (Date)	No:
Set-up time:	
Wines:	
Other Beverages:	
Pre-dinner drinks/cocktails:	
Bar facilities:	Barmen & waitrons:
Vice-Chancellor's briefing documentation:	
Due Date:	
Contact Person:	
Tel:	Cell:
Speech :	
Contact Person:	
Programme/Order of Proceedings:	
Table seating plan:	
Programme Director:	
Speakers:	
Request Profiles	
Media:	
	Media preview room:
Photographer:	Media Packs:
Tel:	Cell:
Monday Paper:	
Tel:	Cell:
Parking Requirements:	
Tel:	Cell:
VIP Parking:	
Officers on duty:	
Reserved Parking:	
Time:	
Security Requirements:	
Contact Person:	
Tel:	Cell:
Security on duty:	
Duties:	
Cleaning of venues:	
Contact Person:	
Tel:	Cell:
Supervisor on duty:	
Setup requirements:	
Platform set-up:	
Availability of venue to clean:	
Final check:	

Electrician:	
Contact Person:	
Tel:	Cell:
Maintenance:	
Contact Person:	
Tel:	Cell:
Venue Décor:	
Colour scheme:	
Flowers :	
Candles:	
Tablecloths:	
Table numbers:	
Carpeting:	
Draping:	
Greenery:	
Seating arrangements:	
Venue Layout:	
Availability and size/shape of Tables:	
Water Jug & glasses:	
Hiring Equipment:	
Supplier:	
Tel:	Cell:
Marquees/ Bedouins	
Chairs for the elderly:	
Tables/Chairs:	
Sound:	
P/A system:	Lectern/Podium
Stage/Platform:	
Removal company:	
Audiovisual Recordings	
Supplier:	
Tel:	Cell:
Video:	
Audio:	
Sound:	
Special requirements	
Printing	
Supplier:	
Tel:	Cell:
Name Tags:	

Table seating name cards:		
Tickets:		
Programmes:	Wording by:	Printing by:
Menus		
Other:		
Music/entertainment:		
Contact Person:		
Tel:	Cell:	
Musicians:		
Sound Check:		
Piano tuning:		
Technical Requirements:		
Transport of equipment:		
Gifts:	Wrapping/cards:	
Supplier:		
Tel:	Cell:	
Signage:		
Supplier:		
Tel:	Cell:	
Plaque Wording:	Manufacture:	
Toilet signage:		
Parent Orientation Signage:		
Parking Signage:		
Branding:		
Tel:	Cell:	
Banner:		
Promotional material:		
Display material:		
Flags:		
Seating plan:		
Tel:	Cell:	
Floor plan:		
Seating lists (alphabetical & table order):		
Table Numbers:		
No. per table:		
No. of tables		
Advertising		
Tel:	Cell:	
Web:		
Media:		

