

EVENT PLANNING AND IMPLEMENTATION CHECKLIST

Consider the following list of activities when planning,
coordinating, and implementing your event.

ID	Task	Yes	No	Due Date	Person Responsible	Status	Comments
Kick-Off Meeting (Persons in attendance: Event Coordinator and Event Committee)							
1	Contact and notification						
1.1	Contact and notify key authorities						
1.2	Identify event committee members						
	<ul style="list-style-type: none"> • Name • Telephone • Fax • Email • Entity represented • Title • Role in the event 						
2	Activity details						
2.1	Event assessment						
2.2	Event objective						
2.3	Event date						
2.4	Event times						
2.5	Event location						
2.6	Number of participants						



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	<ul style="list-style-type: none"> • Include contact information <ul style="list-style-type: none"> - Name - Telephone - Fax - Email - Entity represented - Title 						
2.7	Any other entities that may participate in this event?						
	<ul style="list-style-type: none"> • Include contact information <ul style="list-style-type: none"> - Name - Telephone - Fax - Email - Entity represented - Title 						
2.8	Number of authorities invited, participating, and/or observing?						
	<ul style="list-style-type: none"> • Include contact information <ul style="list-style-type: none"> - Name - Telephone - Fax - Email - Entity represented - Title 						
2.9	Interested in a press event/ conference to publicize activity?						
	<ul style="list-style-type: none"> • If so, a media contact list is necessary. • Who will be the spokesperson(s)? • Biographies needed? (no more than 200 words) • Items to be developed? • Who will pitch? 						

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3	Event support						
3.1	Administrative assistance (gofer)						
3.2	Equipment needed						
3.3	Presentations						
3.4	Logos						
3.5	Reference documents						
3.6	Invitations – who will send?						
4	Protocol						
	<ul style="list-style-type: none"> • Opening ceremony needs • Authorities involved during the opening ceremony • Who will lead the opening ceremony and introduce authorities? • Banners and flags needed • Certificates • Who will sign? • Who will present? • Who will receive certificates? • Location of logos • Location of authorities at the opening ceremony table • Biographies needed for opening ceremony? (facilitator and authorities) (no more than 200 words) • Closing ceremony needs 						
5	Budget – what will be covered?						
	<ul style="list-style-type: none"> • Event venue • Food and beverages • Event materials • Audiovisual equipment 						

ID	Task	Yes	No	Due Date	Person Responsible	Status	Comments
Kick-Off Meeting (Persons in attendance: Event Coordinator, Event Committee, Working Groups, and Volunteers)							
6	Activity Details						
	Date						
	Time						
	Location						
7	Staff roles and responsibilities						
7.1	Designation of task leader						
7.2	Staff to support meeting logistics						
7.3	Staff to support materials development						
7.4	Staff to support meeting coordination						
Agenda, Collateral Materials, and Human Resources							
8	Event materials						
8.1	<ul style="list-style-type: none"> • Agenda • Presentations • Event promotional materials • Other event materials 						
9	Confirmation of event leaders and support						
9.1	Moderator						
9.2	Presenters						
9.3	Logistics team						
Quality Assurance/Quality Control							
10	Event materials						
10.1	Attain approval from event coordinator on the materials.						

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10.2	<ul style="list-style-type: none"> • Agenda • Presentations • Event promotional materials • Other event materials 						
10.3	Copy all documents to a USB for the event.						
10.4	Ensure that all materials needed for each participant is included.						
10.5	Ensure that additional materials (extras) are included.						
10.6	Ship or pack all event needs: USB, facilitator package, media kits, participant materials/CDs, exhibit/promotional material, give-aways, additional material as identified in “materials checklist,” and office supplies (see below).						
11	Office supplies						
11.1	<ul style="list-style-type: none"> • Scissors • Masking tape • Regular tape • Packing tape • Stapler/staples • Pens • 1 pack of paper • Colored paper • Hole punch • Paper clips • Post-it note pads • Markers (dry-erase and permanent) • Pointer • Rubber bands • Ziplock bags 						

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Implementation							
12	The day before the event						
12.1	Debrief with event team						
12.2	Obtain signature for certificates						
12.3	Obtain banners as needed						
12.4	Perform venue walk-through and equipment testing						
12.5	Set up for event as needed (registration/protocol/breaks tables, other)						
13	During the event						
13.1	Photographs are taken by team to document the event						
13.2	Pick up evaluation form at time of certificate delivery						
14	After the event						
14.1	Confirm return of banners as needed						
14.2	Prepare thank you letters						
14.3	Payment for pending bills						
14.4	Prepare expense report						
14.5	Prepare event evaluation						