

## 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
<b>Kick-Off Meeting (Persons in attendance: Event Coordinator and Event Committee)</b>							
<b>1</b>	<b>Contact and notification</b>						
1.1	Contact and notify key authorities						
1.2	Identify event committee members						
	<ul style="list-style-type: none"> <li>Name</li> <li>Telephone</li> <li>Fax</li> <li>Email</li> <li>Entity represented</li> <li>Title</li> <li>Role in the event</li> </ul>						
<b>2</b>	<b>Activity details</b>						
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"> <li>Include contact information               <ul style="list-style-type: none"> <li>Name</li> <li>Telephone</li> <li>Fax</li> <li>Email</li> <li>Entity represented</li> <li>Title</li> </ul> </li> </ul>						
2.7	Any other entities that may participate in this event?						
	<ul style="list-style-type: none"> <li>Include contact information               <ul style="list-style-type: none"> <li>Name</li> <li>Telephone</li> <li>Fax</li> <li>Email</li> <li>Entity represented</li> <li>Title</li> </ul> </li> </ul>						
2.8	Number of authorities invited, participating, and/or observing?						
	<ul style="list-style-type: none"> <li>Include contact information               <ul style="list-style-type: none"> <li>Name</li> <li>Telephone</li> <li>Fax</li> <li>Email</li> <li>Entity represented</li> <li>Title</li> </ul> </li> </ul>						
2.9	Interested in a press event/ conference to publicize activity?						
	<ul style="list-style-type: none"> <li>If so, a media contact list is necessary.</li> <li>Who will be the spokesperson(s)?</li> <li>Biographies needed? (no more than 200 words)</li> <li>Items to be developed?</li> <li>Who will pitch?</li> </ul>						

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<b>3</b>	<b>Event support</b>						
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?						
<b>4</b>	<b>Protocol</b>						
	<ul style="list-style-type: none"> <li>• Opening ceremony needs</li> <li>• Authorities involved during the opening ceremony</li> <li>• Who will lead the opening ceremony and introduce authorities?</li> <li>• Banners and flags needed</li> <li>• Certificates</li> <li>• Who will sign?</li> <li>• Who will present?</li> <li>• Who will receive certificates?</li> <li>• Location of logos</li> <li>• Location of authorities at the opening ceremony table</li> <li>• Biographies needed for opening ceremony? (facilitator and authorities) (no more than 200 words)</li> <li>• Closing ceremony needs</li> </ul>						
<b>5</b>	<b>Budget – what will be covered?</b>						
	<ul style="list-style-type: none"> <li>• Event venue</li> <li>• Food and beverages</li> <li>• Event materials</li> <li>• Audiovisual equipment</li> </ul>						

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

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10.2	<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Presentations</li> <li>• Event promotional materials</li> <li>• Other event materials</li> </ul>						
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	<b>Office supplies</b>						
11.1	<ul style="list-style-type: none"> <li>• Scissors</li> <li>• Masking tape</li> <li>• Regular tape</li> <li>• Packing tape</li> <li>• Stapler/staples</li> <li>• Pens</li> <li>• 1 pack of paper</li> <li>• Colored paper</li> <li>• Hole punch</li> <li>• Paper clips</li> <li>• Post-it note pads</li> <li>• Markers (dry-erase and permanent)</li> <li>• Pointer</li> <li>• Rubber bands</li> <li>• Ziplock bags</li> </ul>						

ID	Task	Yes	No	Due Date	Person Responsible	Status	Comments
<b>Implementation</b>							
<b>12</b>	<b>The day before the event</b>						
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)						
<b>13</b>	<b>During the event</b>						
13.1	Photographs are taken by team to document the event						
13.2	Pick up evaluation form at time of certificate delivery						
<b>14</b>	<b>After the event</b>						
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						