**Event Planning Checklist**

The Event Planning Checklist includes actions required for most events.

**Name of Event:**

**Date(s):**

**Organization:**

 **Pre-Planning**

* Identify your event’s goals
* Brainstorm project ideas
* Choose your event date and time
* Review your event budget
	+ Reach out to other DU organizations to assess co-programming potential
	+ Reach out to potential vendors
* Delegate immediate and long-term responsibilities

**6-8 Weeks before the Event | Planning**

* Finalize budget
	+ Contract
	+ Invoice

**Week of the event | Preparing**

* Confirm headcount with caterer (if applicable)
* Get the word out by tabling
* Continue to advertise on social media
* Review delegated responsibilities
* Retrieve Swipe Card Reader from the Office of Student Engagement (if applicable)

**Day of the event**

Arrive early for setup

* Measure attendance with Swipe Card Reader (if applicable)

**Day after the event | Follow-up**

* Write and send thank you no

**Week after the event | Evaluation**

Discuss strengths and weaknesses with organization