**Event Title: ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Charge line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Note: This checklist is a sample and everything may not apply to your event. Brandeis Conference and Events Services (x6-3400) may coordinate some of this for you if you contact them in advance.*

**Event Planning Timeline**

|  |  |  |
| --- | --- | --- |
|  | Date of Completion | Assigned to |
| **Notify Heller Events team at hellerevents@brandeis.edu** |  |  |
| Notify Conf. and Events *(need advanced notice for alcohol)* |  |  |
| Identify and confirm with VIP guests what dates work for their calendar |  |  |
| Select Event Date |  |  |
| Meet with Campus Publications |  |  |
| Meet with campus dining services *(if a special menu is needed)* |  |  |
| Finalize and order plaques/awards |  |  |
| Finalize and review Invite list(s) |  |  |
| Finalize vendors |  |  |
| Send Save the Date notice |  |  |
| Invitation drop date | *(6 weeks prior to event)* |  |
| Talking points for presenters or those giving open remarks (including the Heller Dean or Brandeis President) |  |  |
| Reminder email to attendees (1 week prior and day before or day of) |  |  |
| Complete detailed program for speakers attendees |  |  |

**Invite List**

*Ex: Who is your general audience? Heller faculty, staff and students, etc. (and list file names if needed)*

* *Ex: Heller Students*
* *Ex: Heller Staff*

**Task List**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Progress Notes | Date of Completion | Assigned to |
| Inviting VIP Guests/Presenters |  |  |  |
| RSVP List |  |  |  |
| Invitations |  |  |  |
|  | “Save the Date” drop date |  |  |
|  | Draft wording of invitation |  |  |
|  | Send to Campus Publications or Designer |  |  |
|  | Invitation drop date *(6 weeks prior to event)* |  |  |
| Posters |  |  |  |
|  | Draft wording |  |  |
|  | Send to Campus Publications or Designer |  |  |
|  | Set up 1-2 weeks prior to event |  |  |
| Program *(To pass out to guests on day of the event)* |  |  |  |
|  | Draft program wording |  |  |
|  | Finalize program wording and design |  |  |
|  | Printed program | *(3 days prior to event date)* |  |
| Advertising: *Notify relevant groups about event in order to increase attendance* | *(This may include Brandeis Now, The Justice, The Hoot, Heller Bulletin, etc.)* |  |  |
| Photographer |  |  |  |
| Florist |  |  |  |
| Videographer |  |  |  |
| Car Service |  |  |  |
| Plaques/Awards |  |  |  |
| Reserved parking |  |  |  |
| Test out room equipment (if possible) and presentation prior to the event |  |  |  |
| Plan Day of event timeline |  |  |  |
| Point person for your Presenter(s) |  |  |  |

**Day of the event task list**

|  |  |
| --- | --- |
|  | Assigned to |
| Reminder to RSVPs morning of event |  |
| Confirm Conf. and Events is setting up at designated time |  |
| Who is staffing the event? *(Reservation table, food tables, high traffic areas, parking monitors, etc.)* |  |
| Set up of coat racks (and hangers) and stantions |  |
| Set up tables, chairs, name tags, programs, table tents, flowers, reserved seating – if needed |  |
| One person to queue speakers to start |  |
| If using multiple rooms, post signs for different events on doors for attendees |  |
| Water for Presenter(s) on podium or table |  |
| Greet vendors (give photographer your shot list, make sure video is set up in the right place, etc) |  |
| Set up big signs directing around event |  |
| Make copies of all materials for your record during the event including RSVP lists, programs, event timelines, etc. |  |

**Day of the event timeline**

*(Insert your timeline here)*

**Event Follow-up**

|  |  |
| --- | --- |
|  | Assigned to |
| Get materials from vendors then pay vendors *(if needed – Photographer, videographer, florist, etc.)* |  |
| Thank you note to presenter(s), volunteers, Dean Lynch or President Lawrence for presenting and send follow-up materials if needed (photos, gifts, etc.) |  |
| Review overall event and ways to improve for the future |  |
| Contact CES or other Brandeis Dept. (media services, custodians, Brandeis police) for final charges to be issued |  |