

Event Planning Checklist

Created by: The Rutgers University Alumni Association, Events Team

Task	Goal Date	Completed Date	Volunteer Responsible
Creative brainstorm meeting - establish goal/purpose of event	12+ months out		ALL INVOLVED
Create event budget	12 months out		
Select and finalize venue (<u>sign contract!</u>)	9-12 months out		
Deposit for venue (if applicable)	due upon contract signing		
Confirm speakers/special guests	9-12 months out		
Create marketing plan	9-12 months out		
Select and finalize caterer (sign BEO)	6 months out		
Order/confirm other vendors (entertainment, rentals, décor, activities, etc.)	3-6 months out		
Order giveaways/request from RUAA office	3 months out		
Finalize parking/transportation for guests	3 months out		
Program finalized	2 months out		
Catering menu finalized	1 month out		
Gather lists/documents for event binder	2 weeks out		
Final count for catering/rentals	2 weeks out		
Draft volunteer/staffing assignments	1 week out		
Confirm all day-of volunteers	1 week out		
Close online registration/print final registration list	2 days prior		
Confirmation to attendees	2 days prior		
EVENT - HAVE FUN!	Day of		
Thank you to attendees, volunteers, vendors	day after		
Outstanding payments/final budget	1 week after		
Gather feedback/debrief on event	1-2 weeks after		

