EVENT PROGRAM PLANNING CHECKLIST

Task	Responsible Party	Due Date
1. Format/Topic ❑ consider needs of potential attendees ❑ determine event topic ❑ develop format (e.g., panel, speaker, etc.) ❑ decide on timing of event and location ❑ decide on level of vendor involvement ❑ consult with chapter and ALA calendars for other events that might compete ❑ develop budget ❑ other:_____ ❑ determine location of event	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____
2. Publicity /Promotion/Notification ❑ notify chapter office of event and date ❑ create time line for event ❑ develop pricing ❑ develop invitation notice ❑ mail/fax/e-mail notice (at least 3 weeks out) ❑ fax/e-mail reminder (1 week out) ❑ other:_____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
3. Pre-Meeting Responsibilities ❑ leadership responsibilities ❑ rehearsal of meeting/program ❑ hosting roles ❑ testing equipment ❑ other:_____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
4. Space/Room Check List ❑ size and shape of space ❑ electrical outlets ❑ mic outlets ❑ acoustics ❑ thermostat ❑ parking facilities ❑ room setup arrangement ❑ telephone access ❑ exhibit space/tabletop space ❑ other:_____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____

Task	Responsible Party	Due Date
5. Equipment for Event ❒ tables (number, size, shape) ❒ chairs ❒ audiovisual equipment ❒ beverages (coffee, water, sodas) ❒ other:_____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
6. Materials and Supplies ❒ name tags/tent cards ❒ pens ❒ masking tape ❒ scratch paper ❒ display materials ❒ signage ❒ other:_____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
7. Immediately Prior to the Event ❒ seating arrangements ❒ extra chairs ❒ PA System/Audio-Visual ❒ materials/handouts/evaluation forms ❒ registration area ❒ name tags/tent cards ❒ refreshments ❒ thermostat ❒ other:_____	_____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____
8. At the Event ❒ meeting, greeting, seating ❒ greeting latecomers ❒ handing out materials ❒ operation of equipment ❒ announcements ❒ other:_____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
9. End of Event – and After ❒ collect unused materials ❒ collect evaluation forms ❒ return equipment ❒ clean up ❒ thank helpers ❒ remind people of follow-up assignments ❒ send follow-up publicity as appropriate ❒ send evaluations to Regional Education Officer ❒ debrief committee ❒ other:_____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____