

## Event Planner Checklist

### BEFORE PROPOSING EVENT:

- If similar event has occurred in the past, review information on previous event
- Research and contact agents, vendors, or performers for availability and price quotes\*
  - *Be sure to mention you are only asking for a price quote and not confirming a performance!*
- Check for conflict with major university events and other club events
- Check [rooms.rice.edu](https://rooms.rice.edu) or applicable venue office for space availability (and rain site availability\*)
- Complete a Risk Management Matrix for event
- Aim for a PERFECT event by assessing risk across the spectrum of possibility (Physical, Emotional, Reputational, Financial, Communications, and Timing)
- For inclusivity, be sure to consider audience, language, accessibility, cultural sensitivity, etc. for event
- Meet with other clubs or departments about potential collaboration\*
  - *It's a good idea to discuss budget and responsibilities during preliminary meetings!*

### 6 WEEKS BEFORE EVENT:

- If event will have alcohol present, submit Intent to Plan Form on the [Student Center website](https://studentcenter.rice.edu), and book a meeting with a staff member and your planning team
- Reserve space for event
- Send contract(s) for review and signature to either Student Activities ([sactclubs@rice.edu](mailto:sactclubs@rice.edu)) if you are submitting on behalf of a club, or to your Magister if submitting on behalf of your college\*
- Review technical needs with facilities' AV staff\*
- Create a list of volunteer duties for the event, and work with your organization to fill these positions
- Determine marketing plan for event

### 4 WEEKS BEFORE EVENT:

- Confirm technical requirements, catering, volunteers, and the arrival time/transportation arrangements of performer/vendor
- Develop risk management plan for event and request feedback
- Create a map of event set-up\*
- Create itemized list of supplies needed for event\*
- Order catering\*
- Recruit event volunteers, hosts, servers, security, caregivers\*

*\*If Applicable*

### 3 WEEKS BEFORE EVENT:

- Implement marketing plan
  - *This is a great time to deliver posters to residence halls to ensure enough time to post!*
- Create event day itinerary & distribute to board and volunteers
  - *Make sure to include volunteer meeting at the start of the itinerary!*

### 2 WEEKS BEFORE EVENT:

- Confirm the arrival time/transportation arrangements of performer/vendor\*
- Order parking permit for performer or vendor\*
- Confirm security plan for event\*
- Schedule time to shop for program supplies\*
- Walk through event space with Student Activities, REMS, RUPD, Environmental Health & Safety and update plan based on feedback for event approval\*

### 1 WEEKS BEFORE EVENT:

- Prepare for event production and volunteer training meeting on day of event
- Create assessment for event to determine the success of the event
- Review risk management plan, and make any last tweaks if needed
- Email event volunteers with role description and expectations

### DAY OF THE EVENT:

- Host a volunteer meeting before event to run through logistics and ensure everyone knows what to do
  - *Review risk management plan during this time!*
- Distribute marketing to promote future events
- Conduct assessment during or immediately following the event
- Take photos or video at event to post on social media

### IMMEDIATELY FOLLOWING THE EVENT:

- Remove posted event marketing and recycle or store excess marketing material
- Send "thank you" notes or email to everyone who assisted with the event\*
- Complete an event assessment and/or Post-Event Review Form to identify what went well and what could have been improved at event
  - *This information is a great resource for your organization, especially if you plan to host similar events in future!*
- Review student survey responses taken at event\*