**Event Checklist**

**Basics**

Overall Event Coordinator:

Event type:

Objective (e.g., educate, collect signatures, etc.):

# of volunteers needed:

Budgeted amount: $

Audience (e.g., members, students, local community):

Turnout/attendance goal:

Media coverage desired (Y/N):

**Logistics**

**Location – Primary responsibility assigned to [Name/Phone/Email]**

□ Space reserved (*contact person/phone*: )

□ Space necessities confirmed (electrical outlets, lighting, parking access, handicap accessibility, seating set-up, etc.)

□ Any rental fee paid ($ )

□ Time for set-up/clean-up built into reservation length

□ Technical equipment provided or arranged

**Volunteer Coordination – Primary responsibility assigned to [Name/Phone/Email]**

□ Volunteer “asks” sent out

 Request #1:

date/medium (e.g., phone, email, in-person, etc.)

Request #2:

Request #3:

□ Volunteer schedule created (names, phone numbers, assigned tasks, days/times)

□ Confirmation/reminder email to each volunteer?

□ Directions to event, parking instructions, campus map, etc., emailed to all volunteers

**Refreshments – Primary responsibility assigned to [Name/Phone/Email]**

□ Budgeted amount:

□ Source (caterer, store-bought, etc.):

□ Order by date/time:

□ Quantity (based on expected attendance):

**Event Content**

**Materials -- Primary responsibility assigned to [Name/Phone/Email]**

□ Agenda? Completed and copied:

□ Literature completed

□ Copies printed

□ Supplies (pens, paper, markers, clipboards, sign-in sheets, chapter banner, tape, nametags, scissors, camera, buttons and t-shirts, etc.)

**People -- Primary responsibility assigned to [Name/Phone/Email]**

□ Speakers?

Confirmed on:

Names/contact:

□ Special guests invited

**Turnout/Visibility**

**Attendance -- Primary responsibility assigned to [Name/Phone/Email]**

□ Initial announcements: email invitation, Facebook page and invitation, Twitter feed, campus flyers, campus mailbox distribution

□ Scheduled email reminders

 Reminder 1 (sent on):

 Reminder 2 (sent on):

 Reminder 3 (sent on):

□ In-person contacts

 Meetings

 Office visits

□ For public events, campus / public access radio announcements

 Air dates:

□ For public events, calls and emails made to other local groups

 Group/date contacted:

**Media -- Primary responsibility assigned to [Name/Phone/Email]**

□ Press kit contents:

□ Press release drafted

□ Media contact file ready

□ Date/time for release:

□ Spokespeople / media inquiry contacts confirmed

 Name/contact:

□ National AAUP communications department notified (so it can post photos, press release, etc., on Web site)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **DEPARTMENT** | **BEST CONTACT PHONE #:** | **PREFERRED EMAIL ADDRESS:** | **Willing to volunteer? (Y/N)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Date:**  | **Date:**  | **Date:** | **Date:** | **Date:** |
| **Volunteer Name/Time/Contact:** | **Volunteer Name/Time/Contact:** | **Volunteer Name/Time/Contact:** | **Volunteer Name/Time/Contact:** | **Volunteer Name/Time/Contact:** |
|  |  |  |  |  |