

TASK CHECKLIST + DELEGATION

DATE COMPLETED	TASK	PARTY RESPONSIBLE
	TEAM IDENTIFIED	
	FUNDING SOURCED	
	SPONSORSHIP OBTAINED	
	LOCATION SECURED	
	PERMISSION REQUESTED	
	PERMITS ISSUED / REQUESTED	
	PARKING / TRANSPORTATION LOGISTICS	
	EVENT ENTERTAINMENT / SPEAKERS CONFIRMED	
	TALENT REHEARSALS SCHEDULED	
	INVITE LIST COMPILED	
	RSVP PROCESS DEFINED	
	INVITATIONS COMPOSED / PRINTED	
	INVITATIONS SENT	
	PRINT ADVERTISING	
	RADIO / TELEVISION ADVERTISING	
	MEDIA ADVERTISING	
	EVENT SIGNS / SIGNAGE	
	PROGRAMS / CATALOGUES	
	PROMOTIONAL GIFTS	
	PRIZES / GIVE-AWAYS	
	DECORATIONS / FLORAL	
	SEATING	
	TABLES / LINENS	
	GLASSES / DISHES / FLATWARE / NAPKINS	
	FOOD / MENU / DIETARY CONCERNS ADDRESSED	
	BEVERAGES	
	ADDITIONAL STAFF	
	SECURITY / FIRST AID	
	ADA ACCESS	
	HOUSEKEEPING	
	EVENT FLOOR PLAN / SET-UP	
	GUEST GREETERS / USHERS	
	REGISTRATION AREA AND PROCESS	
	GUEST AND PARTICIPANT FEEDBACK / REVIEW SYSTEM DEVELOPED	

SPECIFICATIONS

EQUIPMENT REQUIRED	COMMENTS: AVAILABLE IN-HOUSE, SPEAKER WILL PROVIDE, ETC.	
LIGHTING		
SOUND		
MICROPHONES		
STAGE		
PODIUM		
BACKGROUND MUSIC		
DESCRIBE STAGING SET-UP AND REQUIREMENTS		
A/V POINT OF CONTACT		A/V PHONE
A/V EMAIL		ADDITIONAL STAFF
DESCRIBE ANY ADDITIONAL SET-UP REQUIREMENTS		

POST-EVENT EVALUATION

OBJECTIVES MET?	
BUDGETARY CONSTRAINTS MET?	
UNINTENDED POSITIVE OUTCOMES?	
UNINTENDED NEGATIVE OUTCOMES?	
FEEDBACK ANALYSIS	
STAFF AND VENDOR EVALUATION	
REVIEW OF MEASUREMENTS FOR SUCCESS	
CELEBRATION & THANK YOU'S TO TEAM , STAFF, VENDORS, GUESTS, ETC.	

ADDITIONAL COMMENTS

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