**SAMPLE TEMPLATE – Special Events Checklist**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community League**

**Special Events Checklist**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (Daytime) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Evening) \_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Done** | **Action** | **Notes** | **Due Date** | **Person Responsible** |
|  | **General** |  |  |  |
|  | Determine approval for event |  |  |  |
|  | Determine event budget |  |  |  |
|  | Determine program basics – what, where, when, why, who you want to attract |  |  |  |
|  |  |  |  |  |
|  | **Booking the Basics** |  |  |  |
|  | Book event venue and determine backup/rainout site (ensure basics are in place: phones, power outlets, washrooms, coat check) |  |  |  |
|  | Book entertainment |  |  |  |
|  | Book caterer |  |  |  |
|  | Determine and book rental needs (tables, chairs, portable toilets, podium, etc.)  |  |  |  |
|  |  |  |  |  |
|  | **Program Details** |  |  |  |
|  | Map out detailed event timing |  |  |  |
|  |  |  |  |  |
|  | Identify any dignitaries/special guests |  |  |  |
|  | Get liquor licence |  |  |  |
|  | Determine other required permits and get them |  |  |  |
|  | Identify any transportation / parking needs |  |  |  |
|  | Coat rack needed? |  |  |  |
|  | Determine Master of Ceremonies |  |  |  |
|  | Identify any speeches / remarks needed |  |  |  |
|  | Speeches / remarks written |  |  |  |
|  | Book sound system  |  |  |  |
|  | Sketch out site map (if needed) showing table placement, stage, displays, etc. |  |  |  |
|  | Determine need for contest drop boxes, pens, etc. |  |  |  |
|  | Determine decorations |  |  |  |
|  | Arrange for photos |  |  |  |
|  |  |  |  |  |
|  | **Promotion** |  |  |  |
|  | Develop promotion plan |  |  |  |
|  | Get up-to-date membership list |  |  |  |
|  | Develop mailing/contact list for non-members to be included |  |  |  |
|  | Draft letter of invitation (with RSVP contact) |  |  |  |
|  | Produce promotional materials |  |  |  |
|  | Implement promotion plan |  |  |  |
|  | Mail letters of invitation to special guests  |  |  |  |
|  | Issue news release (if needed) |  |  |  |
|  |  |  |  |  |
|  | **Event Staffing / Volunteers** |  |  |  |
|  | Identify volunteer/staffing needs |  |  |  |
|  | Determine volunteer shifts |  |  |  |
|  | Orient / train volunteers |  |  |  |
|  |  |  |  |  |
|  | **For Event Day** |  |  |  |
|  | Arrange arrival times for volunteers |  |  |  |
|  | Arrange early access to venue for decorating and set-up |  |  |  |
|  | Compile contact list for helpers |  |  |  |
|  | Pack “special event kit” with tape, scissors, pens, paper, etc. |  |  |  |
|  | Check arrangements for garbage disposal and other clean-up |  |  |  |
|  | Check any special parking arrangements |  |  |  |
|  |  |  |  |  |
|  | **After the Event** |  |  |  |
|  | Complete clean-up |  |  |  |
|  | Return all rented and other materials |  |  |  |
|  | Pay bills |  |  |  |
|  | Reconcile event budget |  |  |  |
|  | Thank all helpers (including businesses, etc. who helped promote the event) |  |  |  |
|  | Review event for successes, improvements needed |  |  |  |
|  | Prepare and present report to board |  |  |  |