



## Center for Inclusion and Belonging Cultural & Educational Committee Sample Event Planning Checklist

### Determining Key Event Information

Progress	Task
Not Started ▾	Establish a name for the event
Not Started ▾	Define event objective/purpose
Not Started ▾	Designate one or two point-of-contact committee members
Not Started ▾	Decide event type and format (ex. workshop, fair, open house, panel discussion   in-person/virtual/hybrid)
Not Started ▾	Provide a short description of what attendees can expect as part of the event/why should they attend
Not Started ▾	Target audience/total number expected (ie. current students, faculty/staff, prospective students, general community, dignitaries/VIPs)
Not Started ▾	Select a preferred day and date (check <a href="#">CRC Calendar of Events</a> for potential conflicts and holidays)
Not Started ▾	Establish the start and end time (consider class times and travel time for participants/guests)
Not Started ▾	Decide on campus and room/area location <ul style="list-style-type: none"> <li>- Is a rain plan needed (prepare for inclement weather)?</li> </ul>
Not Started ▾	Create an expense sheet (ie. printing, table/chair rentals, food, additional staff time, etc.)
Not Started ▾	Identify vendors <ul style="list-style-type: none"> <li>- Are they approved vendors or a new vendor?</li> <li>- If they are speakers, performers, confirm their availability               <ul style="list-style-type: none"> <li>- Request short bio and digital photo for promotional materials</li> </ul> </li> </ul>

## Arranging Event Logistics

Progress	Task
Not Started -	Reserve room/area
Not Started -	Technology: Will your event utilize technology? <ul style="list-style-type: none"> <li>- For A/V (Audio/Visual) or IT (Computer Support &amp; IT), complete a request via <a href="#">Service Central</a>.</li> </ul>
Not Started -	Will food be served? <ul style="list-style-type: none"> <li>- Consider possible dietary restrictions and purchasing limitations</li> </ul>
Not Started -	Security <ul style="list-style-type: none"> <li>- If the event is controversial in nature or is anticipated to have a large number of guests, please let the College Police know at (916) 691-7393.</li> </ul>
Not Started -	Parking <ul style="list-style-type: none"> <li>- Do any participants or attendees need a special parking permit? If so, contact College Police at (916) 691-7393.</li> <li>- Do parking spaces need to be reserved/coned off? If so, contact College Police at (916) 691-7393.</li> </ul>
Not Started -	Accessibility: <ul style="list-style-type: none"> <li>- Accessible seating needed (ex. wheelchair, walker)? If so, identify and arrange.</li> <li>- Other needs (ex. sign language interpreters)? If so, identify and arrange.</li> </ul>
Not Started -	Decorations, if needed (ex. flowers, linens, flip charts on easels)
Not Started -	Create agenda/timeline of events (including who will introduce or moderate)
Not Started -	Confirm speakers/participants (include set-up/breakdown times, map, parking information)
Not Started -	Designate guides for speakers/VIPs (if needed)

## Event Publicity/Printed Materials

Progress	Task
Not Started -	Determine how you want to market the event (ex. flyers, email, social media posts).
Not Started -	Request event promo (website calendars, student and employee e-newsletters, and social media) <ul style="list-style-type: none"> <li>- Complete a <a href="#">Marketing &amp; Website Support Request Form</a> <ul style="list-style-type: none"> <li>- Complete the form at least two weeks prior to the event to allow enough time for promotion.</li> <li>- For questions, contact the Public Information Office, <a href="mailto:crc-pio@crc.losrios.edu">crc-pio@crc.losrios.edu</a>.</li> </ul> </li> </ul>

<b>Not Started</b> ▾	<p>Create printed/digital materials (social media, newsletter, web graphics, flyers/posters, save the date)</p> <ul style="list-style-type: none"> <li>- Graphic Design Services can also be requested via <a href="#">Marketing &amp; Website Support Request Form</a>. <ul style="list-style-type: none"> <li>- Allow at least two full weeks for project design and completion, not including printing time.</li> </ul> </li> </ul>
<b>Not Started</b> ▾	<p>Have materials printed</p> <ul style="list-style-type: none"> <li>- Programs, name badges, reserved signs, panelist tent cards, directional signs, handouts</li> <li>- Complete <a href="#">Printing Services Request Form</a> <ul style="list-style-type: none"> <li>- Allow one week for completion.</li> </ul> </li> </ul>
<b>Not Started</b> ▾	<p>Advertise event</p> <ul style="list-style-type: none"> <li>- Put up flyers and posters around three campus sites <ul style="list-style-type: none"> <li>- Post only on designated posting boards.</li> </ul> </li> <li>- If you submitted the <a href="#">Marketing &amp; Website Support Request Form</a> earlier in this checklist, the Public Information Services Office will handle promotion via the websites, student and employee newsletters, and social media, as appropriate. For questions, contact PIO, <a href="mailto:crc-pio@crc.losrios.edu">crc-pio@crc.losrios.edu</a>.</li> </ul>
<b>Not Started</b> ▾	<p>Determine who will be photographer for the event</p> <ul style="list-style-type: none"> <li>- The Public Information Services Office only provides photography services for large-scale events and must be reserved at least two weeks prior.</li> <li>- If photos will be shared on social media or in other materials, please post signage at event entrances notifying participants that photos are being taken (signage available from PIO, <a href="mailto:crc-pio@crc.losrios.edu">crc-pio@crc.losrios.edu</a>).</li> </ul>

## Day of Event

Progress	Task
<b>Not Started</b> ▾	<p>Pre-Event</p> <ul style="list-style-type: none"> <li>- Check set-up of room/area <ul style="list-style-type: none"> <li>- Is the room unlocked? Check with Facilities</li> </ul> </li> <li>- Check catering</li> <li>- A/V run through (check podium, computer, etc.)</li> <li>- Dress rehearsal (if needed)</li> <li>- Decorate (if needed)</li> <li>- Place water for speakers</li> <li>- Place programs, reserved signs, panelist tent cards</li> <li>- Put out directional signage</li> <li>- Put out photography release signage</li> </ul>
<b>Not Started</b> ▾	<p>15 minutes prior to event start</p> <ul style="list-style-type: none"> <li>- Make sure set-up is complete</li> <li>- Have participants at appropriate stations and ready to go</li> </ul>
<b>Not Started</b> ▾	<p>End of event</p> <ul style="list-style-type: none"> <li>- Collect remaining paperwork, lecture notes, programs, etc.</li> <li>- Gather lost and found and take to College Police</li> </ul>

	<ul style="list-style-type: none"> <li>- Take down directional signage/photography signage</li> <li>- Take down any flyers/posters promoting event</li> </ul>
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**Event Wrap Up**

Progress	Task
<b>Not Started</b> ▾	Email brief event recap and high quality photos to Center for Inclusion and Belonging, or add into folder and share
<b>Not Started</b> ▾	Event debrief with key event planners (can be done in person or via email): <ul style="list-style-type: none"> <li>- Was the event successful?</li> <li>- What was done well?</li> <li>- What could be improved upon?</li> <li>- Recommendations for future events?</li> </ul>
<b>Not Started</b> ▾	Finalize budget and remaining paperwork
<b>Not Started</b> ▾	Thank you notes