**Event Planning Checklist**

**Checklist:**

**Planning/scheduling:**

* Number of people invited:
* Hashtags: #TXCareerSigningDay #TXCareers #JobsYall
* Inclement weather plan:
* Roles and responsibilities:

**Tickets/promotion:**

* Direct outreach to invitees:
  + Written/printed/emailed \_\_\_\_\_
  + Distribution date:
    - Students
    - Parents
    - Teachers
    - Counselors
    - Administrators
    - Elected officials
    - State representatives
* Press release/media alert
  + Written \_\_\_\_\_
  + Distribution date:
  + Distributed \_\_\_\_\_

**Venue details:**

* Tables/seating
  + Provided by venue \_\_\_\_\_
  + Need to rent \_\_\_\_\_
* Check-in area:
* Trashcans \_\_\_\_\_
* Clean up crew \_\_\_\_\_
* Permits needed for the venue:
* Audio or visual needs:
* Restrooms \_\_\_\_\_
* Parking
* Security

**Photography/video:**

* Photographer(s):
* Received signed contract \_\_\_\_\_
* Shot list:
  + Group shot
  + Students interacting
  + Speakers or emcee on stage
  + Performers on stage
  + Students with signs

**Production schedule and run of show:**

* X:XX-X:XX — Volunteer arrival and set up
* X:XX — Attendees begin to arrive / Event start time
* X:XX-X:XX — Time for mingling/enjoying refreshments/music playing/taking photos
* X:XX — Program begins
  + Welcome address by emcee
  + Potential guest speaker
  + Potential music performance
  + Potential student speaker
  + Recognition of students
* X:XX-X:XX — Additional time for mingling/enjoying refreshments/music playing/taking photos
* X:XX — Event ends

**Day of event:**

* Print and provide roles and responsibilities list \_\_\_\_\_
* Print hashtag signs \_\_\_\_\_
* Have you arrived early with the necessary supplies? List those here + who they belong to if someone else has donated/provided:
  + Set ups \_\_\_\_\_
  + Etc. \_\_\_\_\_
* Set out trash receptacles \_\_\_\_\_
* Set up check-in table \_\_\_\_\_
* Printed list of attendees or sign in printed/ready \_\_\_\_\_
* Check all video/lights/sound work \_\_\_\_\_
* Designated people to post on social media:

**After the event:**

* Breakdown:
* Send thank you notes to vendors and community supporters
* Check that all vendors were paid
* Secure photography from photographer
* Post Facebook album/follow up posts