

## Event Check List

This list contains suggested event planning tasks and considerations. Please note that depending on the nature of your event, the list may not represent all required tasks.

Georgia College does not provide all of the resources listed. Please contact the Office of University Events and Protocol if you have any questions or concerns.

### Date Selection

- Consult Federal and Religious Holiday calendars
- Consult campus closure schedule
- Confirm there are no other competing campus events already scheduled
- President / VP / Dean available, if applicable

### Budget

- Estimate event costs
- Approval from supervisor
- Account number confirmed
- Invoices submitted

### Forms

- President attendance request
- VIP / Dignitary form
- Alcohol policy
- Open flame approval
- GC Connect approval (RSOs)

### Room Reservations

- 25Live space request(s)
- 25Live confirmation(s)
- Inclement weather location confirmed, if applicable
- Resource updates, if needed

### Catering

- Menu Selection
- Beverages
- Alcoholic Beverages
- Plastic service items
- China service items
- Specialty linens
- Bartender
- Additional servers
- Dietary requests confirmed
- Event run of show provided to catering manager

### Invitations

- Invitation list created
- Purchase stamps
- Mail Save the Dates
- Mail Invitations
- RSVP deadline confirmed
- Digital invitation emailed
- Invitation follow up
- Online registration page

### Printing

- Save the Date
- Invitation
- Programs
- Posters
- Banners
- Directional signage
- Place / escort cards
- Registration materials
- Name tags
- Extra parking passes

### Set-up

- Round tables, 60" or 72"
- Rectangular tables, 6' or 8'
- Chairs
- Podium
- Stage
- Dance floor
- Flags – American, Georgia, International
- Coat racks

### Audio Visual

- Podium microphone
- Handheld microphone
- Lavalier microphone
- LCD projector
- Screen
- Teleprompter
- Sound system
- Slide advancer
- Laptop / computer
- Stage lighting
- Technical support

### Communications and PR

- Photographer
- Videographer
- Social media posts
- Press release
- Onsite media contact, if applicable

### Parking and Transportation

- Reserved parking
- Golf carts
- Van
- Motor coach
- Driver

### Outdoor Equipment

- Tent rental, confirm 811 has been called in advance
- Tent lighting
- Trash cans (indoor or outdoor)
- Recycling bins
- Electrical power drops
- Space heaters
- Misc. Grounds requests
- Road barricades

### Decor

- Centerpieces
- Greenery
- Candles (led only)
- Backdrop
- Props
- Balloons

### Registration Supplies

- Copies of guest list
- Seating chart
- Laptop / iPad
- Label maker / printer
- Extra blank name tags
- Extra place / escort cards
- Extra parking passes
- Pens / markers
- Tape / scissors / stapler
- USB stick with presentations

### Miscellaneous Supplies

- Umbrellas
- Awards
- Attendee gifts
- Attendee swag
- Coat hangers
- Raffle tickets

### Additional Staffing

- Event attendee greeters
- Public Safety Officer, required if alcohol will be present
- SNAP driver
- Building Services attendant
- Parking attendant
- On call HVAC or electrician

### COVID-19 Supplies

- Hand sanitizer
- Multi-purpose sanitizing wipes
- Thermometer
- Extra masks
- CDC signage