Event Planning Checklist

Details to consider when planning your event.

- Event Date
- Event Start Time
- Event Finish Time
- Event Location
- Event Set-Up Date(s)
- Event Type
- Event Objective
- Audience(s)
- Dept. Hosting
- Budget Amount
- Dept. Administrative Support
- Events Calendar Submission
- Estimated Number of Attendees
- Guest List Provider
- Invitation
- Promotion Type (digital signage, Qview etc)
- Translation
- Online registration
- Menu type
- Service type
- Printed Material
- Branded Gift
- Venue Branding
- Photography
- Videography
- Function room
- Room set up
- Chairs
- Podium
- Lighting
- Indoor signage
- Security, QF & CMQ
- Contractors/Vendors in/out
- QF outdoor signage request
- Laptop
- Projector
- Screen
- Sound System
- Microphones
- Program Participants
- Brief to University Dean
- Intro and Closing Remarks/ Master of Ceremonies