

Event Checklist

Note: This is a visual and organizational reference; not all items will be necessary for each event.

RESERVATION	Completion/follow-up date
Determine number and type of spaces needed	
Event time frame, start and end time	
Total number of participants expected	
Furniture and technology needs	
Request event space using EMS (Event Management System)	

REGISTRATION	Completion/follow-up date
Choose a registration platform (Eventbrite, Localist, etc.)	

ROOM SETUP NEEDS	Completion/follow-up date
Front of the room: head table, riser, podium, pipe & drape, etc.	
Guest/audience seating setup: rounds, classroom, theater, etc.	
Poster/exhibit setup	
Linens, florals, centerpieces/décor	
Building lock/unlock times	

TECHNICAL NEEDS	Completion/follow-up date
Screens, slide shows, presentations	
Microphones (handheld, lavalier, at podium, etc.)	
Technician – duration and schedule	
Power extensions, adapters	
Live stream/recording/Zoom link	
Captioning	
Lighting/cues	
Music	

CATERING	Completion/follow-up date
Food and beverage order	
Meal and coffee break times	
Menu options, dietary restrictions	
Catering setup: buffets, beverage stations, etc.	
Linens and décor on tables	

MISCELLANEOUS	Completion/follow-up date
Accessibility accommodations: ASL interpreter, accessible parking, etc.	
Facilities/trash collection	
Request for event parking/shuttles	
Directional signage	
Gifts, program book, etc.	