

# 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                          |  |
| Event planning help                                     |  |
| Request event space using EMS (Event Management System) |  |

## REGISTRATION

Completion / follow-up date

|                                                             |  |
|-------------------------------------------------------------|--|
| Choose a registration platform (Eventbrite, Localist, etc.) |  |
| Date to open/close registration                             |  |
| Accommodation needs                                         |  |

## ROOM SET-UP NEEDS

Completion / follow-up date

|                                                                 |  |
|-----------------------------------------------------------------|--|
| Front of the room: head table, riser, podium, pipe & drape etc. |  |
| Guest/Audience seating setup (rounds, classroom, theater...)    |  |
| Poster/exhibit setup                                            |  |
| Linens, florals, centerpieces/décor                             |  |
| Building lock/unlock times                                      |  |
| Facilities/trash collection                                     |  |

## TECHNICAL NEEDS

Completion / follow-up date

|                                         |  |
|-----------------------------------------|--|
| Screens, slide shows, presentations     |  |
| Microphones (handheld, 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 needs (buffets, beverage station) |  |
| Linens and décor on buffets                      |  |

**MISCELLANEOUS**

Completion / follow-up date

|                                           |  |
|-------------------------------------------|--|
| Name tags                                 |  |
| Gifts, program book, etc.                 |  |
| Directional signage                       |  |
| Request for event parking and/or shuttles |  |

Created by ECM - June 2026



University  
of Rochester