|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting & Event Planning Checklist** | | | | | |
|  |  |  | |  |  |
| Event Name: |  | Date(s): | |  |  |
| Start Time: |  | End Time: | |  |  |
| Setup Time: |  | Cleanup Time: | |  |  |
| Sponsor: |  | | | |  |
| Contacts: | | | | | |
| (1st Person) |  | (2nd Person) |  | |  |
| Phone Number |  |  |  | |  |
| Email: |  |  |  | |  |
| Address |  | Dept: ID: |  | |  |
| Fund Code: |  | G/L: |  | |  |
| Est. Attendance: |  | Requested Space / Room: |  | |  |
|  | | | | | |
| Please provide a brief description of your event: | | | | | |
|  | | | | | |
|  | | | | | |

|  |  |  |
| --- | --- | --- |
| **Audio Visual** | | |
| None | Microphones | Laptop Computer |
| Project | Screen | VCR |
| DVD Player | Video Taping | Overhead |
| Internet | Conference Call | Band |
| Performance | Lighting Changes | Outdoor Event |
| Special Events Center | Other |  |

|  |  |  |
| --- | --- | --- |
| **Equipment** | | |
| Games | Flip Chart | Easel |
| Telephone | Pipe & Drape | Linen |
| Lectern | Head Table | Decorations |
| Special Lighting | Other |  |

**Transportation**

|  |
| --- |
| **Catering** |
| If this event required food make a sign-up sheet on a different piece of paper for student to bring:  Main dish, salads, deserts, etc. |

**Additional Notes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Worksheet** | | | | |
|  |  |  |  |  |
| Program Title |  | Date: |  |  |
| Sponsoring Group: |  | Time: |  |  |
| Co-Sponsors: |  | Est. Attendance: |  |  |

|  |  |  |
| --- | --- | --- |
| **Fees / Honoraria** | | |
| Entertainer(s): |  |  |
| Travel: |  |  |
| Agency Fees: |  |  |

|  |  |  |
| --- | --- | --- |
| **Meals / Lodging** | | |
| Hotel |  |  |
| Hospitality |  |  |
| Meals |  |  |

|  |  |  |
| --- | --- | --- |
| **Catering** | | |
| Food |  |  |
| Drinks |  |  |

|  |  |  |
| --- | --- | --- |
| **Publicity** | | |
| Posters |  |  |
| Other |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Production** | | | |
|  |  |
| Sound/lights |  | |  |
| Room / setup fees |  | |  |
| Decorations |  | |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Other expenses** | | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Summary Worksheet to be submitted to Chapter Officers:

|  |  |
| --- | --- |
| Activity | Goals |
| Activity Name: |  |
| Target Date: |
| Estimated Income: |
| Estimated Expense: |
| Chapter Action: |