



Event Guide

Event Details:

Name:

Date and time:

Overview:

Location:

Goals:

Estimated Budget:

Checklist:

Planning/scheduling:

- Number of people invited:
- Hashtags: #CollegeSigningDay
- Inclement weather plan:
- Virtual hiccups (wifi crashes, battery runs out):
- Roles and responsibilities:
 -
 -
 -

Tickets (or Zoom links) and promotion:

- Direct outreach to invitees:
 - Written/printed/emailed _____
 - Distribution date:
 - Students
 - Parents
 - Teachers
 - Counselors
 - Administrators
 - Elected officials
 - State representatives
- Press release/media alert
 - Written _____
 - Distribution date:
 - Distributed _____

If in person:

- **Venue details:**
 - Tables/seating
 - Provided by venue _____
 - Need to rent _____
 - Check-in area:
 -
 - Clean-up crew _____
 - Permits needed for the venue:
 - Audio or visual needs:
 - Restrooms _____
 - Parking
 - Security
- **Food and Drinks:**
 - Food vendors:
 -
 - Refreshments vendors:
 -
 - Tables/seating vendors (if applicable):
 -
- **Photography/video:**
 - Photographer(s):
 - Received signed contract _____
 - Shot list:
 - Group shot
 - Speakers or emcee on stage
 - Performers on stage
 - Students with signs
- **Entertainment:**
 - Secure entertainment vendors _____
 - List all entertainment vendors here:
 -
 - Received signed contract for each entertainment vendor _____
 - Equipment needed for entertainment vendors:
 -
 - Speakers
 - Speakers assigned _____
 - Speakers provided script BY DATE _____

Day of in-person event:

- Print and provide roles and responsibilities list _____
- Print and provide scripts (formatted with double spacing and easy to read font) _____
- Print and provide shot list _____
- Print hashtag signs _____
- Pick up refreshments/refreshments are delivered _____
- Entertainment arrives
 - LIST HERE _____
 - LIST HERE _____

- Have you arrived early with the necessary supplies? List those here + who they belong to if someone else has donated/provided:
 - o Set ups _____
 - o Etc. _____
- Set up check-in table _____
- Printed list of attendees or sign in printed/ready _____
- Check all video/lights/sound work _____
- Designated people to post on social media

Production schedule and run of show:

- X:XX-X:XX — Volunteer arrival and set up
- X:XX — Attendees begin to arrive / Event start time
- X:XX-X:XX — Time for mingling/enjoying refreshments/music playing/taking photos
- X:XX — Program begins
 - o Welcome address by emcee
 - o Potential guest speaker
 - o Potential music performance
 - o Potential student speaker
 - o Recognition of students
- X:XX-X:XX — Additional time for mingling/enjoying refreshments/music playing/taking photos
- X:XX — Event ends

After the event:

- Send thank you notes to vendors and community supporters
- Post on social media following the event