



Event Checklist

Preplanning

- After creating the action items from your strategic planning, determine the topic of the event.
- Determine the date and time.
- Secure the location.
- Determine your volunteer needs, and add volunteer opportunities to your chapter website
 - o Assign responsibilities, such as greeting, setup and teardown, developing collateral, finding a speaker, etc.
 - o Issue invitations for members to apply for open volunteer slots.
- Send a “Save the Date” announcement to members and stakeholders so they have time to make adequate arrangements.
- Determine special budgetary needs, such as:
 - o Computer, internet, audiovisual, stage, and microphone needs.
 - o Invitations, signage, programs, handouts, and other print needs.
 - o Theme or decorations.
 - o Refreshments.
 - o Registration software to collect payments. Will there be different member and nonmember fees?
 - o Speaker or volunteer gifts.

Planning

- Send invitations to members and local stakeholders at least 8 weeks prior to the event. Ensure invitees know who is invited, where the event is taking place, and the date and time. In addition to personal invitations, ensure that information can be found:
 - o On your chapter website
 - o Within *STTIconnect*
 - o On campus and community calendars and bulletin boards



Event Checklist (continued)

- o Via press release
 - o On social media and other sites that allow for publicity to the community
- Confirm these details 6 weeks prior:
 - o Is the speaker(s) finalized?
 - o Is a program needed?
 - o Have decorations and refreshments been ordered?
- Send a reminder 4 weeks prior to the event. Attempt to make personal contact with unresponsive members.
- Two weeks before the event, ensure that volunteers are prepared. Utilize your chapter website to issue reminders to everyone who has been accepted as a volunteer, and let them know where they need to be and at what time.

During the Event

- Have volunteers arrive at least 1 hour prior to the event to set up. If orientation is taking place before the event, you may wish to ask volunteers to arrive earlier.
- Verify working video, microphones, computers, and internet access, if applicable.
- Select a space near the entrance where the Welcoming Team can greet guests.
- Begin and end the event on time.

Follow-Up

- Send thank-you notes to attendees and volunteers.
- Deliver the Post-Event Survey 1 to 2 weeks after the event.