

UNT Special Event Checklist

Use this working document as a guide when planning an event. Keep track of the status of all action items, and record all event notes in the boxes below. You may find it helpful to change the text color so you can easily identify items that are complete vs. those that are TBD. Feel free to customize the checklist to meet your needs.

Event			
Purpose			
Venue		Theme	
Start Time		End Time	Event Date
Primary Contact Person/People			Account Org Dept: Fund Cat: Fund: Function: Purpose: Program: Account Holder:
Contract Involved	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Contracts must be submitted and signed by Legal/PPS as applicable.</i>		Expected # of Attendees
Invitees	<i>* Contact Advancement at aispsupport@unt.edu if you wish to have a list of donors pulled. Allow 3-5 business days for request to be processed.</i>		
Registration	<input type="checkbox"/> Registration Method / Software <input type="checkbox"/> Event Website <input type="checkbox"/> Registration Contact RSVP Deadline:	<input type="checkbox"/> Onsite Registration:	
Programming	<u>Program Component Ideas</u> <ul style="list-style-type: none"> • (Who is responsible for speech/script?) • Speeches • President's Speech/Appearance Request Form • Other Speakers • Presentation • Lecture • Recognitions • Catering Food Service 		

Printed Program/ Bulletin	<u>Considerations</u> <ul style="list-style-type: none"> • Agenda/timeline (detailed) • Bio cards/request through Research • VIPs to be introduced (included in timeline) • Master of ceremonies (emcee) • Sponsors 																																																										
Design Needs	<input type="checkbox"/> Formal Invitation Design <input type="checkbox"/> Email Invitation Design <input type="checkbox"/> Save the Date Paper Design <input type="checkbox"/> Save the Date Email Design <input type="checkbox"/> RSVP Reply Card and Envelope Design (include email, return mail or phone to communicate RSVP, dietary restrictions) <input type="checkbox"/> Envelopes (postage permit) <input type="checkbox"/> Postage (stamps or metered) <input type="checkbox"/> Map Design	<input type="checkbox"/> Website Design <input type="checkbox"/> Event Signage <input type="checkbox"/> Name Tags <input type="checkbox"/> Place Cards <input type="checkbox"/> Table Tents/ Table Numbers <input type="checkbox"/> Menu Card <input type="checkbox"/> Dietary Restriction Tent Signs <input type="checkbox"/> Program <input type="checkbox"/> "Call Me If" Cards <input type="checkbox"/> Take-Aways/Informational																																																									
Promotional Needs	<input type="checkbox"/> URCM <input type="checkbox"/> Press Release <input type="checkbox"/> Facebook	<input type="checkbox"/> Blackboard <input type="checkbox"/> SharePoint Calendar <input type="checkbox"/> UNT Event Calendar																																																									
Communication Needs/ Timeline	<table border="1"> <thead> <tr> <th data-bbox="370 1182 418 1287"></th> <th data-bbox="418 1182 846 1287">Type</th> <th data-bbox="846 1182 1040 1287">Planned Deadline /Send Date</th> <th data-bbox="1040 1182 1179 1287">Proof Needed By</th> <th data-bbox="1179 1182 1313 1287">Send to Printer By</th> <th data-bbox="1313 1182 1511 1287">Actual Send Date (mailed/ emailed)</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1287 418 1350"><input type="checkbox"/></td> <td data-bbox="418 1287 846 1350">Overall Theme/Design</td> <td data-bbox="846 1287 1040 1350"></td> <td data-bbox="1040 1287 1179 1350"></td> <td data-bbox="1179 1287 1313 1350"></td> <td data-bbox="1313 1287 1511 1350"></td> </tr> <tr> <td data-bbox="370 1350 418 1430"><input type="checkbox"/></td> <td data-bbox="418 1350 846 1430">Save the Date Email/Mailer <i>(typically sent 5 months out)</i></td> <td data-bbox="846 1350 1040 1430"></td> <td data-bbox="1040 1350 1179 1430"></td> <td data-bbox="1179 1350 1313 1430"></td> <td data-bbox="1313 1350 1511 1430"></td> </tr> <tr> <td data-bbox="370 1430 418 1509"><input type="checkbox"/></td> <td data-bbox="418 1430 846 1509">Formal Invitation Mailer <i>(typically sent 3 months out)</i></td> <td data-bbox="846 1430 1040 1509"></td> <td data-bbox="1040 1430 1179 1509"></td> <td data-bbox="1179 1430 1313 1509"></td> <td data-bbox="1313 1430 1511 1509"></td> </tr> <tr> <td data-bbox="370 1509 418 1589"><input type="checkbox"/></td> <td data-bbox="418 1509 846 1589">Follow-Up/Reminder Email <i>(if needed, to boost RSVPs)</i></td> <td data-bbox="846 1509 1040 1589"></td> <td data-bbox="1040 1509 1179 1589"></td> <td data-bbox="1179 1509 1313 1589"></td> <td data-bbox="1313 1509 1511 1589"></td> </tr> <tr> <td data-bbox="370 1589 418 1669"><input type="checkbox"/></td> <td data-bbox="418 1589 846 1669">Event Upgrades/Table Submittal <i>(typically submitted 1 month out)</i></td> <td data-bbox="846 1589 1040 1669"></td> <td data-bbox="1040 1589 1179 1669"></td> <td data-bbox="1179 1589 1313 1669"></td> <td data-bbox="1313 1589 1511 1669"></td> </tr> <tr> <td data-bbox="370 1669 418 1749"><input type="checkbox"/></td> <td data-bbox="418 1669 846 1749">Final Event Details Email/Mailer <i>(typically sent 1 week out)</i></td> <td data-bbox="846 1669 1040 1749"></td> <td data-bbox="1040 1669 1179 1749"></td> <td data-bbox="1179 1669 1313 1749"></td> <td data-bbox="1313 1669 1511 1749"></td> </tr> <tr> <td data-bbox="370 1749 418 1829"><input type="checkbox"/></td> <td data-bbox="418 1749 846 1829">Thank you Letter or Email <i>(typically sent 1 week after)</i></td> <td data-bbox="846 1749 1040 1829"></td> <td data-bbox="1040 1749 1179 1829"></td> <td data-bbox="1179 1749 1313 1829"></td> <td data-bbox="1313 1749 1511 1829"></td> </tr> <tr> <td data-bbox="370 1829 418 1881"><input type="checkbox"/></td> <td data-bbox="418 1829 846 1881">Other:</td> <td data-bbox="846 1829 1040 1881"></td> <td data-bbox="1040 1829 1179 1881"></td> <td data-bbox="1179 1829 1313 1881"></td> <td data-bbox="1313 1829 1511 1881"></td> </tr> </tbody> </table>						Type	Planned Deadline /Send Date	Proof Needed By	Send to Printer By	Actual Send Date (mailed/ emailed)	<input type="checkbox"/>	Overall Theme/Design					<input type="checkbox"/>	Save the Date Email/Mailer <i>(typically sent 5 months out)</i>					<input type="checkbox"/>	Formal Invitation Mailer <i>(typically sent 3 months out)</i>					<input type="checkbox"/>	Follow-Up/Reminder Email <i>(if needed, to boost RSVPs)</i>					<input type="checkbox"/>	Event Upgrades/Table Submittal <i>(typically submitted 1 month out)</i>					<input type="checkbox"/>	Final Event Details Email/Mailer <i>(typically sent 1 week out)</i>					<input type="checkbox"/>	Thank you Letter or Email <i>(typically sent 1 week after)</i>					<input type="checkbox"/>	Other:				
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Meals/ Food Service	<p><u>Considerations</u></p> <ul style="list-style-type: none"> • Specify items to be pre-set • Specify quality • Specify serving times • Specify catering contact information <p><u>Service Types</u></p> <ul style="list-style-type: none"> • Formal dinner – full formal table setting • Informal dinner – dinner table setting • Business/working lunch • Breakfast • Luncheon • Tea • Reception <ul style="list-style-type: none"> ○ Passed hors d’ouvres ○ Food stations • Outdoor event – picnic/BBQ <p><u>Service Styles</u></p> <ul style="list-style-type: none"> • Buffet • Plated • Served <ul style="list-style-type: none"> ○ Specify items to be pre-set ○ Specify items to be offered at guest arrival <p><u>Menu Considerations</u></p> <ul style="list-style-type: none"> • Type/theme • Allergies/dietary restrictions • International considerations • Vegetarian options • Price per person 	
Breaks	<input type="checkbox"/> Coffee <input type="checkbox"/> Soda/Water	<input type="checkbox"/> Snack/Break Food <input type="checkbox"/> Dessert/Sweets
Bar	<p><u>Bar Types/ Options</u></p> <ul style="list-style-type: none"> • Open Bar • Cash Bar • Sparkling Water • Wines • Water • Sodas • Coffee • Champagne • Beer • Iced Tea (if casual) <p>* ALCOHOL CANNOT BE SERVED BEFORE 5:00 P.M. ON CAMPUS WITHOUT SPECIAL PERMISSION FROM THE PRESIDENT. YOU MUST HAVE A TABC CERTIFIED SERVER</p>	

IT Needs	<input type="checkbox"/> Sound system <input type="checkbox"/> Laptop/projector combo <input type="checkbox"/> iPad <input type="checkbox"/> Screen <input type="checkbox"/> Other items (list below):	<u>A/V Options</u> <ul style="list-style-type: none"> • Audio/visual • Dance floor lighting • Head table lighting • Microphone (lapel/hand held/standing)
Facilities	<input type="checkbox"/> Table/chair needs <input type="checkbox"/> Catering table <input type="checkbox"/> Coat rack <u>Seating Options</u> <ul style="list-style-type: none"> • Rounds (6, 8, 10 or 12) • Classroom (rectangles) • Board room style • Theatre style • Panel/seating on stage • Stage/stairs • Catwalk • Conversation rounds (high - AKA "leaners" - and low) <u>Room Set Up</u> <ul style="list-style-type: none"> • Dance floor • Plants (work order) • Lectern/podium (with UNT sign/banner) • Sketch of room layout • Stage/stairs • UNT backdrop • Check temperature of room and adjust accordingly • Check lighting and adjust accordingly 	
Event Supplies	<input type="checkbox"/> Evaluations <input type="checkbox"/> Agenda <input type="checkbox"/> Handouts <input type="checkbox"/> Speaker <input type="checkbox"/> Event postcards <input type="checkbox"/> Notepads/pencils <input type="checkbox"/> Registration list	<input type="checkbox"/> Table cloths <input type="checkbox"/> Napkins <input type="checkbox"/> Coffee pots <input type="checkbox"/> Serving utensils <input type="checkbox"/> UNT outdoor metal sign
Gifts	<u>Considerations</u> <ul style="list-style-type: none"> • Guest(s) of honor • Speakers • Attendees 	

<p>Décor</p>	<p><u>Decorations</u></p> <ul style="list-style-type: none"> • Event and color theme • Props • Floral • Candles • Runners, chair covers, etc. <p><u>Table Set Up</u></p> <ul style="list-style-type: none"> • Centerpieces • Table linens <ul style="list-style-type: none"> ○ Color ○ Size ○ Amount • Napkins <ul style="list-style-type: none"> ○ Linen or paper ○ Cocktail ○ Dinner <ul style="list-style-type: none"> ▪ Design/fold • Place cards • Pre-set salad/dessert • Table numbers • Place settings appropriate for event i.e., everyday china, glass, silverware, plastic ware (scrollware) • Vegetarian/dietary restriction tent signs (advise caterer table #s with special meals) 															
<p>Staff Assignments</p>	<p>Do you need to make arrangements for additional personnel to work the event?</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Registration</u></th> <th style="text-align: left;"><u>Requested Arrival Time</u></th> <th style="text-align: left;"><u>Anticipated Departure Time</u></th> </tr> </thead> <tbody> <tr> <td>•</td> <td></td> <td></td> </tr> <tr> <td>•</td> <td></td> <td></td> </tr> <tr> <td>•</td> <td></td> <td></td> </tr> <tr> <td>•</td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Greeters</u></p> <ul style="list-style-type: none"> • • <p><u>Speaker Handler</u></p> <ul style="list-style-type: none"> • <p><u>Other:</u></p> <ul style="list-style-type: none"> • • • • 	<u>Registration</u>	<u>Requested Arrival Time</u>	<u>Anticipated Departure Time</u>	•			•			•			•		
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<p>Photography/ Videography</p>																

Entertainment	<u>Entertainment Ideas</u> <ul style="list-style-type: none"> • Speeches • President’s remarks (Appearance Request Form) • Other speakers (who is responsible for speech/script writing?) • Live music (music stands, mics, piano, etc.) • Background/mood music • Performance • Lecture • Activity
Check In/ Registration	<u>Considerations</u> <ul style="list-style-type: none"> • How to track attendance • Coat check • Umbrellas • Wheelchairs
Hotel	<u>Considerations</u> <ul style="list-style-type: none"> • UNT preferred hotels • Room block <ul style="list-style-type: none"> ○ Location ○ How to communicate to guests ○ Deadline to reserve • VIPs who need comped room/services • Gifts in rooms upon arrival
Valet/ Parking	<u>Considerations</u> <ul style="list-style-type: none"> • ADA accessibility • Reserved parking for special guests, speakers, workers, etc. • Parking attendants • Signage • Parking garage/lot availability • Guest escorts/golf carts to and from parking lot • VIP guest transportation to and from hotel or airport
Special Needs	
Agenda/ Timeline	
Other	