**Event Title: ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Charge line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Note: This checklist is a sample and everything may not apply to your event. Brandeis Conference and Events Services (x6-3400) may coordinate some of this for you if you contact them in advance.*

**Approval of Date/Time with Heller Events team (hellerevents@brandeis.edu)**

* Online calendar brief summary (3-5 sentences):

**Invited Guests: (via MyEmma and list serves)**

**Budget:** $? (Amount and charge line)

**Event Planning Notes:**

* Flowers: yes/no (list vendor and contact info)
* Photographer: yes/no (list vendor and contact info)
* Videographer: yes/no (list vendor and contact info)
* Name tags: yes/no
* Food:
* Liquor: yes/no
* Event coordinator:
* Estimated attendance:
* Notes and timeline for invites and reminders:
  + Save the Date – date?
  + Email invite – date? *(6 weeks prior to event is recommended)*
  + Mail invite – date? *(6 weeks prior to event is recommended)*
  + Reminder prior to RSVP date – date?
  + Reminder to those who RSVPd – date? (most often 2 days prior)
  + RSVPs to what email/phone?

**Proposed Program:**

**Set up:**

**Event ideas/Questions:**

**Day of the Event To Do List:** (and list who it’s assigned to)

1. Staff for event: (list all names)
2. Programs
3. Table Tents
4. Test microphones/presentations
5. Detailed event timeline on podium/table for presenters as an FYI
6. Set up Reception table w/linen from CES (programs, etc.)
7. Coat racks
8. Set up stantions for traffic control
9. Set up flowers
10. Water for speaker
11. Adjust Lighting
12. Greet Photographer – (review shot list)

**Event Follow-up:**

* Thank you letters?
* Support materials/video of event online?
* Get final charges from CES