

Event:

Date:

Time:

Location:

Project Lead:

<b>Action</b>	<b>Owner</b>	<b>Due</b>	<b>Done v</b>	<b>Comments</b>
<b>Event/Date</b>				
Check President's Calendar and determine his role in the event (welcome, speech, etc. Will he need talking points? - run by VP Scales)				
Check Lea Ann's calendar - send her an email/calendar invite - also determine her role in the event				
Decide on theme/decorations				
Contact Admissions for table at event				
Non-credit CRN/Data Entry				
<b>Community</b>				
Community event calendars - many events will also be on the President's calendar. Who is audience? Who is already doing this work?				
Have community member on planning committee?				
Professional emails - full sentences, greeting/closing, etc.				
<b>Invitations/Promotion</b>				
Marketing Request for needs - invites, programs, posters, email invite, nametags, press, social media, photography - PROOF READ!				
Create online registration				
Hard Copy Invites - Design to Stephanie				
Meet with mail room to determine mailing schedule (if bulk - if by first class, just a heads up that XX number of invites will be going out on date)				
Meet with print shop to determine printing schedule				
Mail out invitations 3-4 weeks prior (determine who it needs to come from - if from President or department)				
Track RSVP				
<b>Attendees - list approved by VP Scales</b>				
Student Engagement				
Internal				
Community/School Partners				
Legislators (if inviting some, must invite all)				
State Officials (Governor, Lt. Governor, Commissioner, Secretary, etc.)				
Foundation Board of Directors				
Trustees				
Determine legislative/Board/Trustee roles - VP Scales				
<b>Entertainment/Speakers</b>				
Speakers/Presenters				
Bios/headshot if necessary				
Give them talking points				
<b>Action</b>	<b>Owner</b>	<b>Due</b>	<b>Done v</b>	<b>Comments</b>
Discuss speeches and timing 2 weeks prior to event				
Scenario 1 week prior				
<b>Facilities</b>				
Facility Request for rooms needed				
School Dude for room set ups (think of coat rack, handicap accessibility, registration tables, etc.)				
Request for AV/Media				
Food Request from Cafeteria				
Obtain contract for off campus (must be signed by President, Executive VP, VP of Finance)				
If offsite, call with final attendee number, confirm details and orders, bring banners, AV/Media Equipment				
Campus Police - Bus/Traffic Direction				
<b>Signage</b>				
Parking signs (coordinate with campus police and print shop)				
Inside signs to direct people				
E-sign, computer screens on campus				
Registration table				
Seating Chart				

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<b>Giveaways</b>				
Attendees				
Speakers/Presenters				
<b>Scenario/Timeline</b>				
Remember order of precedence when introducing guests - Local Mayor, President, Governor, Lt. Governor, US Senators, US Reps, State Senators, State Reps, Other Mayors, Sheriff, Trustees, Foundation Board, Other College presidents				
Discuss speeches and timing with speakers and students 2 weeks prior to event				
Timeline of Event to VP Scales 1 week prior				
Scenario of Event with remarks to Lea Ann 3 days prior				
<b>Action</b>	<b>Owner</b>	<b>Due</b>	<b>Done v</b>	<b>Comments</b>
<b>Volunteers</b>				
Volunteer Coordinator				
Check in table - 2 or 3 depending on size of event				
Seating - make sure seats are reserved				
Greeting/directing at doors				
Handing out programs and giveaways				
Give tours				
Drive Golf Carts/Escort with Umbrellas if bad weather				
<b>Day of Event</b>				
double check with cafeteria on order, time and place				
Greeting legislators and dignitaries				
ensure signage is out				
Registration list				
Name Badges				
Giveaways				
Programs				
Easel paper, Post-it table top tent paper				
Table signage				
Laptop & projector				
Clip board, pens, pencils, Markers, easel paper etc.				
Water bottles, tissues at podium				
<b>Wrap Up</b>				
Staff Recognition				
meet				
request suggestons/comments				
Thank you cards				