

Heritage Month Event Checklist

Pre-Planning

- _ Prepare Budget
- _ Fill out Special Request Form
- _ Gain approval for event
- _ Seek Sponsor
- _ Determine theme
- _ Determine volunteer needs and schedule help
- _ Organize Planning Committee

Invitations

- _ Create mailing list
- _ Schedule volunteers to help with mailing
- _ Purchase stamps
- _ Create Save the Date postcard - print and mail
- _ Create Invitation - print and mail
- _ Create RSVP list

Food and Beverage

- _ Hire or trade with a caterer
- _ Select a menu
- _ Determine beverages
- _ Seek wine and beverage donations

Rentals

- _ Order rentals, e.g. tables, chairs, linens, plates, silverware, glasses, etc.
- _ Order flowers

Decorations

- _ Consider hiring an event designer
- _ Coordinate decorations to match theme at Pre-reception, Event, and Stage
- _ Draw event layout
- _ Create list of errands and assign tasks

Technical

- _ Schedule technical needs for day of event, including microphone, projector, screen, sound/music, special lighting, etc.
- _ Arrange janitorial needs, including extra trash bins/liners, cleaning bathrooms, sweeping studios, etc.
- _ Request tape of profiles for event use
- _ Schedule event presentation run through on day of event
- _ Schedule time for artist to rehearse

Set Up

- _ Nametags created and welcome table organized
- _ Volunteers arrive and are assigned tasks - treat special
- _ Crew begins set up (it is suggested that set up begin the day before the event)
- _ Caterer arrives to add finishing touches
- _ Ice delivered and drinks chilled
- _ Check technical equipment

Day of Event

- _ See Day of Event Agenda