

EVENT PLANNING WORKSHEET

SEQ.	ACTIVITY DESCRIPTION	DUE DATE	COMP. DATE
	Select Committee		
	Facilities Request		
	Attach a Layout of Facility Requested		
	Decide on Theme		
	Contact Entertainment		
	Itemize Budget Expenditures		
	Prepare ASRCC Requisitions in Advance for Supplies, Awards, Speaker Fees, Etc., and Submit to Auxiliary Business Services		
	Publicity		
	Public Information Office		
	Flyers (Communication Office)		
	Posters		
	Graphics Department		
	Invitations Designed		
	Invitations to Printer		
	Invitations Mailed Out		
	Program Information Compiled		
	Program to Printer		
	Order Awards or Special Gifts		
	Invite Special Guests		
	Contact Safety and Security		
	Parking Permits		
	Campus Maps		
	Instructional Media Center Request		
	Audio Visual		
	Flip Charts		
	Other _____		
	Contact Food Services to Plan Menu/Submit Requisition for PO		
	Order Decorations		
	Contact Disabled Student Services		
	Write a Script and Copy for Everyone on Program		
	Plan Seating Arrangement		
	Arrange for a Check-in Table		
	Personnel		

	Cash Box		
	Confirm with all Departments (at least 3 days prior)		
	Evaluate and Critique		