

Event: Date, Location

Last update: June 11, 2010

Done	Task	Notes	Responsible	Deadline
	Appoint event chair			
	Appoint event committees			
	Set Date			
	Identify Venue			
	Sign venue contract			
	Send deposit for venue			
	Update website/Facebook			
	Create committee roster			
	Draft budget			
	Identify keynote speaker			
	Identify Honoree			
	Determine theme			
	Present Save the Date card to committee for approval			
	Finalize mailing lists			
	Secure emcee			
	Secure entertainment			
	Sign entertainment contract			
	Send entertainment deposit			
	Design invites and present to committee for approval	Include reply cards, reply envelopes, valet cards		
	Finalize budget			
	Update website/Facebook			
	Send event info to community calendars			
	Print and mail Save the Date card			
	Create underwriting/table sales letter			
	Finalize underwriting/table sales form			
	Develop fact sheet for volunteers			
	Print and mail letters			

Done	Task	Notes	Responsible	Deadline
	Identify video needs	Use old or create new?		
	If create new video, begin production			
	Photo of committee for program			
	Committee follow up			
	Work with hotel to determine menu/tasting	Get final menu from hotel to include in program		
	Update website/Facebook			
	Secure event photographer			
	Develop decoration plan			
	Order decorations			
	Secure corporate volunteers			
	Present run of show to committee for approval			
	Develop speaker talking points			
	Work with hotel to finalize event layout			
	Update website/Facebook			
	Present program design to committee			
	Develop request for coverage for social photographers			
	Finalize event signage			
	Final date for inclusion in invitation			
	Print and mail invites	Print extras for table hosts (how many?)		
	Deadline for inclusion in program			
	Write committee thank you's			
	Final walkthrough			
	Update website/Facebook			
	Provide final count to hotel			
	Determine seating arrangements			
	Final check for entertainment day of event			
	Develop sponsorship powerpoint	Get all necessary logos		
	Program to print	How many?		
	Obtain guest lists for sponsors/table hosts			
	Arrange delivery of decorations/set up with hotel			
	Set up decorations			

Done	Task	Notes	Responsible	Deadline
	Take down decorations and transport back			
	Provide orientation to volunteers			
	Send sponsor/underwriting thank you's with tax deduction statement			
	Send photos to requesting pubs			
	Send volunteer thank you's			
	Update website/Facebook			
	Review final hotel bill			
	Pay final hotel bill			