

Event Planning Checklist

Risk management	
Physical	
Is physical activity involved?	
Are there any risks involved with this activity?	
How can the risks be reduced?	
If there is an injury/accident as a result of this activity, how would the situation be handled?	
Will there be a first aid kit	
Is someone knowledgeable of city in case of emergency?	
Do the attendees need to bring health card or Identification?	
Alcohol	
Designated Drivers (1 for every 75 people) → Sober Monitors (for every 25 people, one sober monitor is needed)	
Will Sober Monitors/Designated Drivers sign a waiver/contract to remain sober?	
How much will be served?	
How will the age consumption be controlled?	
Who will be serving the alcohol?	
Emergency Procedures	
Who will you contact (from Brescia) in the event of an emergency?	
1 st and 2 nd contact who planned the event?	
Do you have a copy of the emergency plan, contacts, resources with you?	

Event:

If the event is off-campus, do you know where the closest help is?	
Security	
Is security needed? (for alcohol)	
Is security provided by the venue?	
How are the Brescia security policies being upheld?	
Appropriate Content	
Does the content align with Brescia's mission, vision, and values?	
If not, can the content be changed or censored to ensure these values are not compromised?	
Is the topic sensitive or prone to trigger any persons?	
Is the content inclusive of all persons?	
Is the content controversial?	
Accessability	
Is the space accessible to all (ramps/elevators/doors)? If not, how can the event be made more accessible?	
How are event details/changes communicated to all guests?	
Transportation	
Is transportation needed to/from the event?	
What kind of transportation is needed? Is a transportation contract needed?	
Are Sober Monitors or chits needed?	
Is the event outside of the city?	
Food	
How will you collect number of guests (to determine amount of feed required)?	

Event:

Are any guests limited by food restrictions? If so, how many, and which restrictions? How will this information be collected?	
Is this event a bake sale or selling home-baked goods?	
Is this event a potluck?	
What serve ware/glassware is needed?	
Is catering required for this event	
How will food be served? (e.g. catered buffet style, self-serve buffet style, plated meals)	
Communicating with Key Stakeholders	
How is the event being promoted?	
Using established channels for promotion (BUCSC social media, BUC megaform, etc.)	
Who is involved in planning/supporting the event?	
When /how will they be contacted?	
Do other individuals/departments need information from you to support your event?	
RSVP/Guest	
How can the number of guests be predicted/estimated during planning?	
How will the RSVP be collected (e.g. online form)?	
What information is needed in the RSVP? Name, Contact information (e-mail, phone), Emergency information?, Allergies?, Health concerns?, Program?, Club affiliation?, Year?	
Space	
How many people must the space accommodate?	
What furniture is needed (seating, tables, podium, coat check etc.)?	
Have you contacted Physical Plan to communicate your event setup?	

Event:

How will you achieve the ambience you intend to capture (does the space already do this for you, or do you need to decorate accordingly)?	
AV Equipement	
Is AV Equipment booking needed or is the space equipped already? If booking is needed, where will this accessed (e.g. Library, main campus, 3 rd party company)?	
Can the space accommodate this equipment (e.g. power sources, floor plan, lighting)?	
Do you know how to set up the AV equipment, or do you require support for this?	
Budget	
Are tickets being sold for this event?	
How is money being handled and stored (e.g. who is responsible for the money)?	
Is there a costs to guests other than tickets?	
Is the event affordable for your intended audience (is it accessible, or how can you make it accessible for all)?	
How will you track all receipts and costs incurred for reimbursement (is applicable)?	
Have you budgeted appropriately?	
Food	
Decor	
Pay for entertainment (include Thank you gifts) for those involved	
Are tickets being sold?	
Is this a fundraiser?	
Marketing/promotional material?	
Are print materials required?	
Catering costs other than food (e.g. tablecloths, seat covers, serveware)?	

Event:

Space booking?	
AV Equipment booking?	
Transportation?	
Taxes?	
Security?	
What is your margin of contingency to account for unexpected costs (e.g. no-shows, taxes, etc.)	

Prezi info
https://prezi.com/p/ywfwsc8bp__7/