

## General Planning Checklist

### **Prior to Event**

- send save the date
- obtain proposals for venue and food/beverage
- reserve venue
- select menu
- make arrangements
- draft invitation
- send out reminder for RSVP
- request biographies for speakers
- draft program, if appropriate
- arrange for signage, if appropriate
- order sign recognizing sponsor, if appropriate
- request that Board Members assist with event
- send details regarding event to PR/Marketing Co-Chairs for International's calendar
- plan room set-up - chairs, tables, table cloths, podium, centerpieces, etc.
- obtain A/V equipment (microphone, projector, etc.)
- tokens of appreciation

### **Day Prior to/of Event**

- print name badges
- print placards for speakers/panelists
- send reminders to Board Members - membership applications, pins, check, etc.
- sign-in sheet
- basket for Georgia Network pins
- PowerPoint presentation
- revise outline and notes for panel discussion
- revise list of attendees
- send list of attendees to Security
- copy handouts

### **To Bring to Event**

- name badges
- lists of attendees
- sign-in sheet
- pens
- brochures/literature
- pens
- basket of Georgia Network pins
- PowerPoint presentation
- outline and notes for panel discussion
- camera

- tokens of appreciation
- copies of biographies
- invoices

**To Do at Event**

- parking validation for special guests
- give invoice to Treasurer
- pay with check
- get literature/pens/pins from PR/Marketing Co-Chairs
- get membership applications from Membership Co-Chairs