

## Event Planning Checklist

This list is provided as a resource for representatives planning events at the George Washington University. Your unique event may include elements that are not on this list or this list may include elements you do not require; it is meant to be a general list of deliverables needed to host a variety of programming. It is divided into categories that relate to the major planning areas: Guests, Venue, Program, and Planning Documents. If you have the resources, it may be efficient to assign each area to a person or planning committee.

### GUESTS

- Marketing plan and/or invitation list
- Invitation text and invitation
- Event website and/or registration site
- Guest list and name badges
- Reserved seating list and seat signs
- Printed or digital program
- Gift
- Hotel or travel accommodations

### VENUE

- Space request
- Space confirmation
- Floor plan
- Videographer
- Photographer and shot list
- Audio-visual needs
- Security (often arranged by the venue manager)
- Housekeeping (often arranged by the venue manager)
- Signage

### PROGRAM

- Speaker invitations
- Script
- Event support staff
- Briefing documents
- Awards/gifts
- American Sign Language (ASL) interpreters
- Media release
- GWToday and social media coverage
- Green room/backstage catering

### RECEPTION

- Space request
- Space confirmation
- Audio-visual needs
- Catering order
- Event support staff
- Photographer
- Musicians

### PLANNING DOCUMENTS

- Budget
- Executive briefing
- Post-event report

If you have questions or need further guidance, please contact Cattleya Wongkongkatap, Director, University Events, at [cattleya@gwu.edu](mailto:cattleya@gwu.edu).