

## Henry Ford College Event Planning Checklist

Basics	
Name of the event:	
Purpose of the event:	
Intended audience: (Who is invited?)	
Number of expected attendees:	
Date of the event:	
Time of the event:	
Building location of the event:	
Room location of the event:	
Individual responsible for the event:	
Vice-president of individual responsible for event:	
Communication	
Mailing list: (Provide information about the source of the mailing list)	
Invitations: (Who is responsible for invitations, where will they be produced)	
Advertising:	
Media:	
Other:	

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Building and Grounds	
Building location:	
Room location:	
Number of attendees:	
Room set-up: (Provide table types and number of chairs)	
Food set-up:	
Beverage set-up:	
Room signage:	
Outside event signage:	
Decorations:	
Other:	
Audio-Visual	
Laptop:	
Powerpoint projection:	
Free-standing projection screen:	
Web connection:	
Flip-charts:	
Easels:	
Other:	

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Food/Beverages	
Caterer:	
Menu:	
Beverages:	
Table Decorations:	
Other Special Notes:	
Needed Supplies: (Paper plates, napkins, cups, plasticware, etc.)	
Security	
Special security:	
Designated parking locations:	
Parking attendants: (Number needed, location)	
Parking signage/communication:	
Public Relations	
Event speakers:	
Special notes for speakers:	
Special dignitaries in attendance: (Please provide names, titles and organizations)	
Maximum number of special dignitaries:	
Special set-up for dignitaries:	
Photographer:	
Contact Numbers	
Person responsible for event:	
Caterer:	
Security:	
Other:	