UBC OKANAGAN CEREMONIES OFFICE: EVENT CHECKLIST

BASIC PLANNING ELEMENTS

- Name of Event: _____________________________________________________________
- Event Date and Time: _____________________________________________________
- Location/Venue: __________________________________________________________
- Department Budget: __________________________ Drafted?____________________
- Shared event? Other events this day? _________________________________________
- Purpose of event: _________________________________________________________
- Type of event: ____________________________________________________________
- Number of guests anticipated (extra security?): ________________________________
- Originator/Department contacts: ____________________________________________
- Function Sheet (date sent): _________________________________________________
- Added to Ceremonies event calendar (yes, no, date added): ________________

KEY PARTICIPANTS

- Is the Deputy Vice-Chancellor hosting (yes, no): ______________________________
- If no, who is hosting: ______________________________________________________
- President or Chancellor involved? Confirmed?________________________________
- Other senior admin involved : _____________________________________________
- Other Participants/Partners/Funders: _________________________________________
- Emcee: _________________________________________________________________
- Student Speaker:__________________________________________________________
- Keynote Speaker:__________________________________________________________

INVITATIONS AND GUEST LIST

- Guest List provided by? Deadline? __________________________________________
- Guest list: Global/Targeted/BOG/Senior Admin/Faculty/Staff/UBCSUO/Government Reps/ECAC/Development/Other: ________________________________
- Save the Date needed?: ____________________________________________________
- Invitation text drafted? Circulated? Approved (date): __________________________
- Individual invite or with guest? ____________________________________________
- Standard invitation or designed?___________________________________________
- Parking pass or map needed? _____________________________________________
- Print or email invitations: ________________________________________________
- Mailing deadline? Reminder required? ______________________________________
- RSVPS deadline and contact: _____________________________________________
EVENT PROGRAM/SPEECHES

☐ Speakers/roles (Drafted? Confirmed?): _______________________________________
☐ Staff responsible for background info/speaking notes for Emcee: __________________
☐ Staff responsible for Background info for speechwriters: _________________________
☐ Briefing notes sent to Host’s office? Copy to Ceremonies? ________________________
☐ Printed program (yes, no): ________________________________
☐ Printed program (content provided by? When?): ________________________________
☐ Printed program (design, printing, delivery): ________________________________
☐ Other handouts: _________________________________________________________

VENUE

☐ Venue selected (yes, no, name, date confirmed): ________________________________
☐ Contact at venue: ________________________________
☐ Time venue can be accessed: ________________________________
☐ Time venue booked for: ________________________________
☐ Time venue needs to be vacated: ________________________________
☐ Tenting required (yes, no, provider): ________________________________
☐ Rain/poor weather contingency plans made (yes, no, what): ______________________
☐ Facilities wheelchair accessible (yes, no): ________________________________

GENERAL SET-UP

☐ Work Request completed (date): ________________________________
☐ Room plan or site map drafted? Sent? ________________________________
☐ Room lay out (reception table, stage, chairs, tables, linens, pipe & drape, coat rack, other): __________________________________________________________________
☐ Stage set up (risers, carpet, skirting, podium, water table, flags, banners, backdrop, table, chairs, easels, unveiling cloth, other): __________________________________________________________________
☐ PA system (IT Services? Outside Vendor?): ________________________________
☐ Extra electrical power needed (courtyard): ________________________________
☐ Extra AV needed (TV, laptop, projector, screens, lighting, web cast, other): __________
☐ Rentals needed? Provider? (tents, cocktail tables, linens, other): __________________
☐ Extra landscaping needed: ________________________________
☐ Music (yes, no, live, iPod, special play list): ________________________________
☐ Décor (flowers, other): ________________________________
☐ Seating plan required (yes, no, staff involved): ________________________________
□ Name tags (yes, no): _______________________________________________________
□ Security arrangements: ____________________________________________________
□ Extra First aid (yes, no, who): _____________________________________________
□ Parking arrangements: ____________________________________________________
□ Transportation arrangements: _____________________________________________
□ Volunteers (Staff, Students, other): _________________________________________
□ Other requirements: _______________________________________________________

FOOD & BEVERAGE
□ Refreshments required (yes, no): ____________________________________________
□ Catering provider (Aramark, other): _________________________________________
□ Type of meal (breakfast, lunch, dinner, reception, BBQ): _______________________
□ Menu format (seated & served, buffet, passed): ________________________________
□ Beverage format (cash, host, tickets): _______________________________________
□ Water ordered for podium: _________________________________________________
□ Specific dietary requirements to consider: _____________________________________
□ Menu and quote (requested, received): ______________________________________
□ Campus Liquor form (needed, submitted): ____________________________________
□ Rentals required (tables, chairs, china, glassware, linens): ______________________
□ Rentals provider: _________________________________________________________

COMMUNICATIONS & MEDIA
□ Exchange Newsletter (yes, no, deadline): ____________________________________
□ Campus electronic sign (yes, no, submitted): _________________________________
□ Magnetic sign (yes, no, submitted): _________________________________________
□ UBCO.TV (event listing, live coverage): ______________________________________
□ Signage (design, printing, deadline): _______________________________________
□ Posters (design, printing, deadline): _________________________________________
□ Photography required prior to event (yes, no, provider): _________________________
□ Photography required at event (yes, no, photographer): _________________________
□ Advance media advisory (yes, no): __________________________________________
□ Media release (On site for hand out, sent after event): _________________________
□ Physical media requirements at event (riser, table, chairs): _______________________
□ Media AV requirements (pressfeed, soundsystem): _____________________________
□ Video/filming requirements: ______________________________________________
□ Press conference: ________________________________________________________
GIVEAWAYS/AWARDS

☐ Giveaways (yes, no, what): __________________________________________________
☐ Giveaways (staff responsible, source, budget, delivery): ________________________
☐ Awards (yes, no, what): ____________________________________________________
☐ Awards (staff responsible, source, budget, delivery): _________________________

PLAQUE

☐ Plaque (yes, no): __________________________________________________________
☐ Funding partners confirmed and contacted (yes, no): _____________________________
☐ Text drafted? Circulated? Approved? (Dates): _________________________________
☐ Cornerstone contacted for order and proofs (yes, no): _________________________
☐ Funding partners confirmed and contacted (yes, no): ___________________________

PRE-EVENT ADMINISTRATION

☐ Guest lists printed: _________________________________________________________
☐ Nametags printed and prepared: _____________________________________________
☐ Extra nametags: ___________________________________________________________
☐ Office Box prepared: _______________________________________________________
☐ Event supplies prepared: ___________________________________________________
☐ Signage prepared: _________________________________________________________
☐ Contracts printed: _________________________________________________________
☐ Phone numbers of external suppliers noted: _________________________________

POST-EVENT ADMINISTRATION

☐ Photos received and distributed as necessary: _________________________________
☐ Debrief meetings as required: _____________________________________________
☐ Debrief notes prepared: ___________________________________________________
☐ Invoices received and sent to appropriate departments: _______________________
☐ Final budget completed: _________________________________________________
☐ Event file finalized: ______________________________________________________