

## 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?): \_\_\_\_\_
- Event Outline: Drafted? \_\_\_\_\_ Approved? \_\_\_\_\_ Circulated? \_\_\_\_\_
- 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

- Meet with Public Affairs: Design? Printing? Media Relations? \_\_\_\_\_
- 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: \_\_\_\_\_