

Event Name: _____

Date of Event: _____

Venue Address: _____

Name Contact Person: _____

EVENT PLANNING

Purpose of Event: _____

Budget: _____ Grant Application Required: YES / NO

EVENT CHECKLIST

- Confirm booking with venue
- Date and time
- Cost and payment details
- Confirm catering selection
- Confirm event format
- Is a speaker required? If yes, arrange logistics
- Photographer required? If yes, arrange logistics
- AV required?
- Displays or presentation required?
- Branding required?
- Is Ghent University merchandise required?
- Is background music required?
- Are flowers required?
- Is there parking at the venue?
- Is there disabled access?
- Compile directions to venue
- Plan roles & responsibilities for event
- Would you like Ghent University staff to attend?

PROMOTION

- Include in Newsletter
- On Alumni Website
- On Chapter Website
- Social Media
- Alumni Online Platform

FINAL CONFIRMATIONS

- Confirm final schedule with venue
- Confirm final numbers with venue
- Confirm catering request, check for dietary requirements
- Order name badges and place cards
- Are taxis/cars required for guests? If so, make reservations
- Create table plan if required
- Flowers ordered
- Briefing notes prepared and circulated

INVITATION

- Submit Event Promotion Request Form to Alumni Office
- Do any other invitations need to be sent?
(embassies, companies..)

ON THE DAY EVENT MATERIALS

- Pens/Pencils
- Clipboards
- Guest lists
- Name badges and blanks
- Table cards and blanks
- Branding
- Merchandise for gifts
- Music
- Presentation material
- Contact numbers
- Directions and maps