

## Event Itinerary Worksheet

EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CATEGORY/THEME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

MFK/BUDGET: \_\_\_\_\_

### INVITATIONS:

Invites (check all that apply)

Email \_\_\_\_\_ Formal Invitation \_\_\_\_\_

Letter \_\_\_\_\_ Map \_\_\_\_\_

RSVP's \_\_\_\_\_ Date for RSVP \_\_\_\_\_ Date to Printing \_\_\_\_\_

Reminder email \_\_\_\_\_

### Invitation list (attach a list of names and addresses)

Alumni \_\_\_\_\_

Faculty \_\_\_\_\_

Staff \_\_\_\_\_

Speaker(s)/Presenters(s) \_\_\_\_\_

Others: \_\_\_\_\_

Data pull \_\_\_\_\_ Group/Area: \_\_\_\_\_

Date Invitations to be Mailed \_\_\_\_\_

RSVP returned to \_\_\_\_\_

**Total Invitations to be Ordered/Mailed** \_\_\_\_\_

### Event Location:

Venue: \_\_\_\_\_

Room Confirmation \_\_\_\_\_

Room Setup \_\_\_\_\_

Tables \_\_\_\_\_

Chairs \_\_\_\_\_

Room-cleanup \_\_\_\_\_

AV-Sound

PA System \_\_\_\_\_

Recording \_\_\_\_\_  
Music \_\_\_\_\_  
A/V Equipment \_\_\_\_\_  
Lighting \_\_\_\_\_

**Rentals:**

Vendor \_\_\_\_\_ Room Setup \_\_\_\_\_  
Table's \_\_\_\_\_ Registration table \_\_\_\_\_  
Chairs \_\_\_\_\_  
Stage \_\_\_\_\_  
Risers \_\_\_\_\_ Location \_\_\_\_\_  
Tent \_\_\_\_\_ Size \_\_\_\_\_ Location \_\_\_\_\_

**Program:**

Speaker \_\_\_\_\_  
Title of Speaker \_\_\_\_\_  
Title of Lecture \_\_\_\_\_  
Letter/Email of Invitation Mailed \_\_\_\_\_ Date: \_\_\_\_\_  
Photograph speaker \_\_\_\_\_  
Printed Programs \_\_\_\_\_ Date to printer \_\_\_\_\_  
Gift/Memento \_\_\_\_\_ Cost: \_\_\_\_\_  
Name Tags \_\_\_\_\_

**Facilities:**

Requisition for clean up \_\_\_\_\_ Date: \_\_\_\_\_  
Contacted for building/rooms to be open \_\_\_\_\_ Date: \_\_\_\_\_

**Photographer:**

\_\_\_\_\_ Date contacted: \_\_\_\_\_

**Flowers/Decorations:**

Centerpieces \_\_\_\_\_  
Boutonniere(s) \_\_\_\_\_  
Corsage (s) \_\_\_\_\_  
Plants \_\_\_\_\_  
Balloons \_\_\_\_\_  
Other: \_\_\_\_\_

**Catering:**

Vendor \_\_\_\_\_ (attach a list of catering order or menu)

Contract: \_\_\_\_\_ yes/no

Breakfast (buffet or served) \_\_\_\_\_

Luncheon (buffet or served) \_\_\_\_\_

Dinner (buffet or served) \_\_\_\_\_

Hors d'oeuvres \_\_\_\_\_

Liquor (cash bar or open) \_\_\_\_\_

Projected Headcount \_\_\_\_\_

**Event Staff:**

Office staff \_\_\_\_\_

Student Ambassadors/Tours \_\_\_\_\_

Others \_\_\_\_\_

**Entertainment:**

\_\_\_\_\_

**Mementos/Gift Baskets**

Who to Receive \_\_\_\_\_

Item \_\_\_\_\_ Cost: \_\_\_\_\_

**Building Hardware for Dedications**

Portrait \_\_\_\_\_ Ordered \_\_\_\_\_ Cost: \_\_\_\_\_

Plaque \_\_\_\_\_ Cost: \_\_\_\_\_

Ordered \_\_\_\_\_ Vendor: \_\_\_\_\_

Signage \_\_\_\_\_ Cost: \_\_\_\_\_

Ordered \_\_\_\_\_ Vendor: \_\_\_\_\_

**Publicity:**

News Release \_\_\_\_\_

Web \_\_\_\_\_

Posters \_\_\_\_\_

Publications \_\_\_\_\_

Signage for building \_\_\_\_\_

**Parking:**

Event Signage \_\_\_\_\_

Other \_\_\_\_\_  
Security \_\_\_\_\_

**Disabilities Needs:** \_\_\_\_\_

**Supplies needed for event:**

\_\_\_\_\_  
\_\_\_\_\_

**Evaluation of Event:**

\_\_\_\_\_  
\_\_\_\_\_