## **Office of Special Events | Event Planning Checklist**

Plan Your Event with Confidence – 6–9 Month Timeline

### **6-9 Months Before the Event**

☐ Define the purpose and goals of your event

☐ Identify your target audience (students, faculty, staff, community, etc.)

☐ Determine a preferred date & alternate date in parenthesis (be flexible)

☐ Reserve your event space through the Office of Events <https://www.myccp.online/strategic-communications/form/event-request-form>

☐ Determine your budget and secure funding if needed

☐ Start brainstorming your theme or concept

☐ Create a planning team or assign roles (logistics, promotions, etc.)

☐ Research vendors if applicable

☐ Begin event proposal/approval process (if required)

### **4-6 Months Before the Event**

☐ Finalize venue and confirm with the Office of Events

☐ Begin outlining your program or agenda

☐ Confirm speakers, performers, or special guests

☐ Request the President to speak at high profile engagements. <https://www.myccp.online/strategic-communications/form/request-president-form>

☐ Submit necessary work orders (custodial, security, tech support)

☐ Request catering estimates and begin menu planning

☐ Design event logo or branding if needed

☐ Develop an initial promotion strategy

☐ Create RSVP or registration form (if applicable)

### **2-3 Months Before the Event**

☐ [Request form](https://www.myccp.online/strategic-communications/form/strategic-communications-project-request-form)

☐ Launch event marketing campaign (flyers, email, social media)

☐ Confirm all vendor contracts (catering, rentals, etc.)

☐ Submit work orders for setup, HVAC and housekeeping through the FAMIS work order system.

☐ Begin collecting RSVPs or registrations

☐ Order promotional materials, swag, or signage

☐ Coordinate with campus partners (student orgs, departments)

☐ Finalize room setup, A/V, and technical needs

☐ Begin drafting your event script or run-of-show

### **1 Month Before the Event**

☐ Reconfirm all vendors, speakers, and logistics

☐ Schedule final walkthrough with the Office of Special Events

☐ Send out reminder emails and push final promotions

☐ Prepare event materials (agendas, name tags, welcome kits)

☐ Assign volunteer/staff roles for the day of event

☐ Print signage and materials

### **1 Week Before the Event**

☐ Conduct final team meeting and walkthrough

☐ Prepare event supplies and emergency kit

☐ Confirm headcount with caterers and vendors

☐ Print a copy of this checklist for day-of use

☐ Send final reminders to attendees

☐ Send final copy of attendees to office of events for security

### **Day of Event**

☐ Arrive early for setup

☐ Complete a walkthrough with team

☐ Set up registration/check-in area

☐ Test all A/V and technology

☐ Welcome guests and stay on schedule

☐ Troubleshoot and enjoy!

### **Post-Event**

☐ Send thank-you emails to speakers, volunteers, and vendors

☐ Collect feedback from attendees- all college survey's must be initiated through the Office of Institutional Effectiveness

☐ Return rented items

☐ Meet with team to debrief and document notes for next time

☐ Submit final report (if applicable)

For questions, reservations, or to speak with our event team:

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