



EVENT PLANNING CHECK LIST

This checklist is designed to help event organizers to think about and keep track of the logistical details for events. Not all items may be applicable to every event, but they might inspire new ideas.

General Event Information

- Event objective and purpose
- Review Student Organization Policies
 - Funding Request Limitations
 - Promotional Information
 - Contact Information
- Name of Event
- Total event budget
- Event sponsors and co-organizers
- Preferred event date
 - Check Events Calendar for conflicting events
- Event time (start & end times)
- Event agenda
- Audience/Total number Expected
 - Students, Faculty, and Staff
 - Alumnae
 - Honored Guests
 - General Public
- Notify appropriate Bay State College Leadership of event, if needed

Speakers/Presenters

- Approve speakers/presenters with the appropriate Bay State College staff member
- Invite speaker/presenter to attend event
- Confirm attendance needs for speaker/presenter
- Create a back-up plan, if needed
- Plan for speaker/presenter accommodations
 - Travel and transportation accommodations
- Payment for speaker/presenter

Event Logistics

- Create ideal layout for event
- Submit facilities ticket to arrange set up (facilities@baystate.edu)
- Create a list of any audio/visual needs
- Submit a helpdesk ticket to arrange set up (helpdesk@baystate.edu)
- Prepare list of food needs
 - Arrange for food service arrangements (delivery, pick-up, etc.)
 - Dietary requirements
 - Wait-staff
 - Utensils needed for food service (plates, cups, napkins, etc.)
- Submit funding request to the Office of Student Involvement and Leadership at least fourteen (14) days prior to date of event (If payment via check is required, please make arrangements with the Office of Student Involvement and Leadership two-three weeks in advanced)



Bay State College

Department of Student Affairs

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jshepard@baystate.edu

- Arrange for other financial obligations
 - Check Request (Can take up to 2 weeks to be processed)
 - Student Reimbursement
 - Corporate Accounts

Event Publicity & Printed Materials

- Create a flyer/promotional material
- Submit flyer/promotional material to the Office of Student Involvement and Leadership for approval
- Flyers/Promotional material posted at least four (4) days prior to event date
- Request marketing needs
 - Bay State Beat Newsletter
 - TV Screens
 - Events Calendar
 - Social Media Websites
 - Printed off Flyers for bulletin boards
- Print off any signs needed for event
 - Reserved Signs
 - Name Badges
 - Directional Signs

Event Hospitality Needs

- Arrange staffing needs for day of event
- Arrange for any gifts to be given out
 - Honored speakers/presenters
 - Audience
- Event Decorations

Day of Event

- Brief staff on responsibilities and tasks
- Check on set-up
- Check on catering
- Audiovisual run-through
- Arrange Decorations
- Place any signs needed
- Meet and escort any outside speakers/presenters
- Make sure your event set-up is correct
- Collect any leftover material at end of event

Event Wrap-Up

- Event feedback/evaluation
- Finalize all payments
- Thank you notes/emails

Contact the Office of Student Involvement and Leadership at (617)-217-9228 or khayes@baystate.edu with questions.