

Event Planning Checklist

Office of Student Activities * Wellesley College

When you are ready to have your event, it's always better to plan ahead. If you're sure of the answers to all of the questions below, your event is bound to run more smoothly!

- Are you sure that you have the space on the date that you think you do?
- Do you have people that can help you set up the space and clean it up after you are done?
- Did you ask for the audio/visual equipment that you need?
- Do you have someone to pick up the equipment and supplies, and someone to return them?
- Did you publicize the event?
- Is someone going to pick up your special guests or speakers if you have any?
- Do they have lodging? Do you have food, drinks, plates, utensils, etc. for your event?
- Do you need your space to be set up differently than it normally is? You must indicate that you want your space to be rearranged in order for that to be done.
- Will you be having a reception before or after your event? You must make a request for this as well!