Event Task List

1. Venue
	* Cost
		+ Contract
		+ Deposit
		+ Payment or cancellation deadlines
	* Size limit
	* Parking
	* Times available
	* Food storage or prep abilities
	* Restrooms
2. Catering
	* Cost
		+ Contract
		+ Payment deadlines
		+ Minimum spending requirement?
	* Final count deadline
	* Sample menu
		+ Special diet options (kids, vegetarian, allergies)
	* Timing
	* Permit for alcohol
3. Personnel
	* Paid staff
		+ Overtime or regular work hours
	* Volunteers
		+ Recruitment
		+ Instructions
		+ Thank you gifts
	* Exhaustive map of every job from beginning to end and who will fill it
		+ Extra floating staff for absences or emergencies
	* Nametags
4. Set-up and Clean-up
	* Timing
	* Supplies
		+ Storage before and after
	* What is provided?
5. Decorations
	* Prep time
	* Transport
	* Set up
	* Reuse?
	* Storage before and after
6. Sponsorship
	* Promotion
	* Asking timeline
	* Menu of donor levels
	* Management of records
7. Registration or ticket sales
	* RSVP
	* Deadlines
	* Recordkeeping
	* Refund policy
	* Information packet
	* Money exchange
8. Handling money at event
9. Security
	* Crowd control
	* Emergency response/medical
	* Traffic
	* Liability
10. Children’s activities
	* Supplies
	* Supervision
	* Age appropriate
11. Signs for sponsors
	* Logo and design
	* Costs
	* Printing
	* Space or location
	* Set-up
12. Technology
	* Music
	* Projector
	* Microphone
	* Photographer
	* Tested
	* Set up
	* Back-up plan for problems
13. Guest speakers or emcee
	* Cost
		+ Contract
		+ Travel and transportation
		+ Housing
14. Agenda
15. Weather cancellation plan
16. Promotion
	* Website
	* Print media
	* TV/Radio
	* Social Media
17. Tracking info
	* Chart of tasks
	* Timeline of completion
	* Financial recording