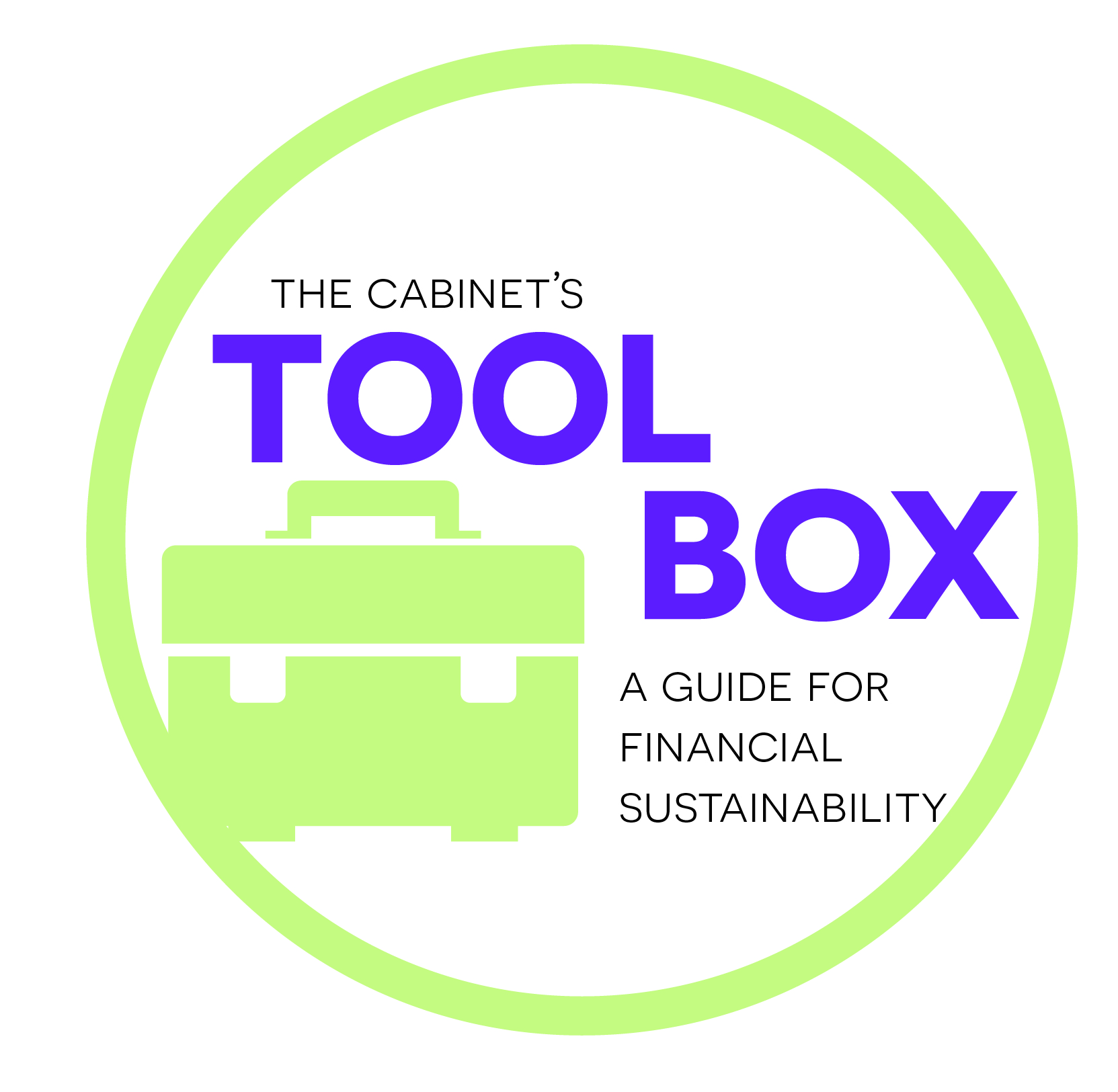
Event Task List

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