

## SCCFBC EVENT CHECKLIST

<b>Event Name</b>	
<b>Event Date/Time</b>	
<b>Primary Event Coordinator</b>	
<b>Event Logistics Coordinator</b>	
<b>Event Team</b>	
<b>Location (s)</b>	
<b>Funding Department</b>	
<b>Target Audience</b>	
<b>Anticipated Attendees</b>	

## FACILITIES & ARRANGEMENTS

INVITATIONS	Person Assigned	Phone Number	Date Received	Date Completed
List of Invitees (w/salutations)				
Design of Invitations/Letters				
Printing of Invitations/Letters				
Labeling & Postage				
Enclosures: maps, RSVP, etc.				
Follow-up Calls/Confirmations				
RSVP Coordination				
Invitation of Special Guests				
E-mail Invitation Copy				
Other:				
FOOD SERVICES	Person Assigned	Phone Number	Date Received	Date Completed
Menu				
Caterer				
Space Setups				
Linens				
Centerpieces				
Other:				
TECHNICAL	Person Assigned	Phone Number	Date Received	Date Completed
Audio Needs				
Visual Needs				
Video Recording of Event				
Recording of Program				
Other:				
Other:				