



# Wesley

COLLEGE

Great Things Await

## Event Planning Guide

Event: \_\_\_\_\_

Committee/Contact: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Event Date: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

### Program Checklist

**Before Event:**

Task:	Date completed:
Publicity out Flyers Posters Facebook Banners Org Sync Student Life Newsletter Digital Signage	
Contracts Signed and Processed Name of Agency Name of Artist	
Hotel/Transportation Name of Hotel Confirmation Number Transportation provided by whom?	
Food for Talent/Hospitality Arranged	
Decorations/Give Aways Ordered	
Tickets printed/ordered	
Cash Box Checked-Out	
Security Requested (How many?)	
Parking Permits Requested and Received	
Facilities: Location requested via Wesley website Chairs Tables Trashcans Outdoor v. indoor event	
Electrical Equipment	

**Day of Event:**

Task:

Date Completed:

Set-up	Chairs Tables Trashcans Electrical need	
Staffing plan created		

**After Event:**

Evaluation Completed	
Thank you's	Completed Mailed
Petty Cash/Ticket Sheet Returned to Advisor	
Newspaper Clippings Saved and Filed	
Copies of all Publicity Filed	
Revenue Deposited	

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Budget (list expenses)\*

Entertainment: \_\_\_\_\_

Hotel: \_\_\_\_\_

Meals/Hospitality: \_\_\_\_\_

Sound: \_\_\_\_\_

Travel: \_\_\_\_\_

Publicity: \_\_\_\_\_

Prizes/Giveaways: \_\_\_\_\_

Decorations: \_\_\_\_\_

Advertisement: \_\_\_\_\_

Reception: \_\_\_\_\_

Rentals: \_\_\_\_\_

Others: \_\_\_\_\_

\_\_\_\_\_

**Total:** \_\_\_\_\_

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**Additional Comments?**

*\*Attach any receipts to this form and return to your advisor no later than 2 days following the event*