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# EVENT CHECKLIST & ASSESSMENT

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**Updated Fall 2024**

## Event/Program Checklist

Name of Event: \_\_\_\_\_

When: \_\_\_\_\_

Where: \_\_\_\_\_

### **LOGISTICS/RESERVATIONS:**

- Contact Event Planning for Reservations
  - Rooms in MSUB
  - Rooms in Javelina Dining Hall
  - University Blvd.
  - Pavilion
  - Courtyard
  - Tech Equipment
  - Tables
  - Chairs
  - Room Setup
- Find quotes/Research for prices on vendors
- Call vendor
- Vendor Contract
- Call Aramark for catering
- Request assistance from members

### **WORK ORDERS/PERMITS:**

- Food Permits for food fundraisers
- UPD Blockades
- Work Orders
- Trash Cans
  - Electricity
  - Lights
  - Block Areas
  - Generators
  - Sprinklers
  - Port a Potties

### **MARKETING:**

- Posters/Banners
- Fliers
- Facebook (TAMUK)
- TAMUK homepage
- South Texan

### **SHOPPING:**

- Supplies needed for your event:
  - Decorations
  - Prizes/Awards
  - Other

### **WEEK PRIOR:**

- Call event planning and confirm reservations, tech and setup.
- Call Physical Plant and make sure all work orders have been submitted/authorized.
- Call UPD to confirm blockades.
- Call Business Office and ask about the status of the check.
- Call vendor and make sure travel arrangements are secured and that everything is good to go.

### **DAY OF EVENT:**

- Pick up check
  - Arrive early for the event for set-up
  - Meet vendors at the event and assist with set-up
  - Greet guests at the door
  - Clean up, remember that your reservations location may have special clean up regulations
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**PART I- Circle a number based on the scale)**

5- Excellent; 4- Good; 3- Average; 2- Fair; 1- Poor

If the event was a collaboration, how successful was the event? 1 2 3 4 5

How successful was the attendance? 1 2 3 4 5

All things considered, how successful was the event (your personal view)? 1 2 3 4 5

**(PART II- Give an answer to each of the questions, 3+ sentences)** Describe a challenge you foresaw and your methods to overcome it.

What was the most successful part of the event?

What aspect of the event has the most opportunity for improvement?

What kind of changes or modifications would you make if you could do it again?

Would you recommend this event in the future? Why?