

# Event Checklist

## Set Up & Décor

- What is the estimated attendance?
- What are the table linen color choices?
- Are centerpieces and decorations needed for head, buffet, and/or guest tables?
- How many places are required at the head table? Will the head table be on a platform?
- Is a floor or table lectern needed? Where should it be placed?
- Is a registration or supply table needed outside the function room? Is an award table needed behind the head table?
- Will there be a show or entertainment (including a band) for which an additional stage or platform is needed? If so, what size and height?
- Are platforms and stages to be skirted and/or carpeted? Are there lighted stairs with handrails?
- Is a rehearsal planned? When?
- At what time will the doors be opened?
- What is the timing for all aspects of the event? (Pre-program music, entertainment, meal service timing, formal program and presentations, dancing, etc.)
- Where are the restrooms? What arrangements should be made to allow guests to re-enter the function room if door controls will be in place?
- Is a room needed for VIPs prior to the function?
- Are there banners that need to be placed?
- Is a coat check room needed?

## Audio Visual

- Is a microphone needed? If so, what type and where?
- How much time is needed for set up? When will the room be accessible?
- Will there be an audiovisual presentation? What type?
- If awardees are seated in the audience, how will they approach the lectern? Will a spotlight be used to illuminate their approach to the platform? Is the master of ceremonies to be spotlighted?
- Is the national anthem to be played? In the United States, the American flag is required. (The American flag must always be displayed to stage right, and state flags to stage left.)
- Is background or dance music planned?

## Food & Beverage

- Are meals to be served at the head table, or will dignitaries take their places from reserved tables after the meal?
- If service is buffet style, are head table guests to serve themselves, or are servers to prepare their plates?
- Are programs or menus to be placed on tables or chairs or distributed at the door?
- Must special arrangements be made for guests with dietary restrictions?