

Reception Checklist

FROM 3 TO 6 MONTHS OUT:

- ✓ Pick Date/Time: Have a few options in mind. Check calendar to avoid conflicting dates.
- ✓ Head Count: Have a rough estimate of number of attendees.
- ✓ Determine Budget: How much money is available for this event.
- ✓ Determine who speakers may be and their availability, if applicable.
- ✓ Reserve the location
- ✓ Contact Catering: to see if they can accommodate date reserved.
- ✓ "Save the Date" cards-send out, if applicable.

AT LEAST 5 WEEKS BEFORE:

- ✓ Book any entertainment needed.
- ✓ Order any gifts needed for event.
- ✓ Contact Parking Services if any special parking requirements.
- ✓ Contact USAPD if security is necessary.
- ✓ Contact Transportation if shuttle use may be necessary.

AT LEAST 3 WEEKS BEFORE:

- ✓ Send Invites: If you're asking attendees to RSVP, include a date 1 week prior to event.
- ✓ Facility Walk-thru: Finalize event setup with facility.
- ✓ Check that A/V needs can be accommodated.
- ✓ Order any decorations needed. (ex. Floral, special table linens, etc.)
- ✓ Create agenda/script, if necessary.
- ✓ Hold a "tie-down" meeting with representative from all areas that will be working this event to review roles, responsibilities, timeline, agenda, concerns, etc.

AT LEAST 1 WEEK BEFORE:

- ✓ Follow up with anyone who hasn't RSVP'd
- ✓ Confirm Catering: setup/end time, final numbers, etc.

DAY OF EVENT:

- ✓ Arrive at early facility to decorate and meet caterer and ensure setup is as requested.
- ✓ Test all A/V equipment.
- ✓ Directional signs to event space, if necessary.
- ✓ Welcome guests.