

Checklist for Event Organisation

Event Title: _____

Date/Time: _____

Venue: _____

Items	Descriptions (some may be optional)	Action	Date/Done
1. Financial Management	1. Budget	_____	_____
	2. Set the fee	_____	_____
	3. Fee collection	_____	_____
2. Manpower	1. Programme	_____	_____
	2. AV Co-ordinator/Technical Support	_____	_____
	3. Photographer/Video cameraman: _____	_____	_____
	4. MC(s): _____	_____	_____
	5. Performer(s): _____	_____	_____
3. Venue Arrangement	1. Venue booking: _____	_____	_____
	2. Food arrangement	_____	_____
	3. Equipment	_____	_____
	4. Decoration	_____	_____
4. Publicity	1. Draft invitation	_____	_____
	2. Channels:		
	- Email	_____	_____
	- Facebook	_____	_____
	- Phone calls	_____	_____
5. Guest /Ticketing	1. Invitation email / calls / facebook...	_____	_____
	2. Guest list (teachers and special guests)	_____	_____
	3. Seating arrangement/plan	_____	_____
	4. Ticketing arrangement (can be e-ticket)	_____	_____
6. Souvenir	- Book		
	1. Collection of photos and articles...	_____	_____
	2. Design and production	_____	_____
	- Souvenir items		
	1. Sourcing	_____	_____
	2. Design and production	_____	_____
7. Reception	1. Attendance list	_____	_____
	2. Collection of fee on site?	_____	_____
	3. Seating Plan	_____	_____
8. Scripting	1. MC script	_____	_____
	2. Programme run-down	_____	_____
9. Follow-up	1. Photo distribution	_____	_____
	2. Share event on		
	- Convocation Newsletter (alumni magazine)	_____	_____
	- Alumni website and / Facebook	_____	_____