

EVENT CHECKLISTS

We highly recommend Completing these checklists and make sure everyone has a copy to make sure nothing gets forgotten and everything runs smoothly on the day.

	SUPPLIER CONTACT	CONTACT NUMBER	STUDENT LEAD	CONTACT NUMBER
VENUE				
TECHNICAL SET-UP				
VENUE SET-UP/ DECORATIONS				
ENTRY LIST				
PERFORMERS/ SPEAKERS				

EVENT NAME:		
ACTIVITY (EXAMPLES)	TIME	WHO
DECORATIONS ARRIVE		
ROOM SET-UP		
EQUIPMENT CHECK		
QUEST ARRIVALS		
DINNER / SPEAKER / ACTIVITY		
ENTERTAINMENT		
DJ		
CLOSE		
CLEAR UP		