

# EVENT CHECKLIST

- \_\_\_\_\_ Date: If organizing an event, pick a date that does not conflict with any holiday or event. Be aware of the weather.
- \_\_\_\_\_ Time: Consider what kind of activities you have planned and location time constraints.
- \_\_\_\_\_ Location: Park, School, or Neighborhood Street
- \_\_\_\_\_ Route: If having a neighborhood parade
- \_\_\_\_\_ Purpose/Nature of Project: Community Spirit, Informational/Educational, Fundraiser, Awards, Presentation, etc.
  
- \_\_\_\_\_ Attendance Estimation: This will help in deciding on a location and in placing an initial order with the caterers. If food is to be donated, this will give you a number to work with.
  
- \_\_\_\_\_ Permits
- \_\_\_\_\_ Food: Catered, Donated, or Potluck
- \_\_\_\_\_ Drinks: Catered or Donated
- \_\_\_\_\_ Paper products: If not provided by a caterer, will it be donated or purchased.
- \_\_\_\_\_ Decorations: Balloons, streamers, themed tablecloth and napkins
- \_\_\_\_\_ Invitations: Decide who to invite, invite and host special guests, i.e. sponsors, dignitaries, etc.
  
- \_\_\_\_\_ Publicity: Fleers, posters, banners, etc.
- \_\_\_\_\_ Volunteers: Set-Up, Clean-up, Greeters, Host/Hostess
- \_\_\_\_\_ Donations: Food, Drinks, Paper products, door prizes, game prizes, raffle, auction
- \_\_\_\_\_ Port-a-Potty
- \_\_\_\_\_ Tables, Chairs, Tents, etc.
- \_\_\_\_\_ Photographer/Videographer
- \_\_\_\_\_ Informational Tables: Arrange speakers or materials to be displayed
- \_\_\_\_\_ Contact Bend Police: K-9 demonstration, DARE
- \_\_\_\_\_ Contact Bend Fire Dept: Fire engine display
- \_\_\_\_\_ Entertainment: Recorded or live music, games, clowns, jugglers, etc.