



Event Planning Checklist

Completed	Task	Assigned To	Update Detail & Comments	Status
	Date of Event	Committee		
	Time of Event	Committee		
	Location of Event	Committee	<ul style="list-style-type: none"> • Determine if venue requires participants to have accommodations • Contracts can only be signed by the MACRAO President. 	
	Budget	Chair & Co-Chair	Prepare using EC template and submit to VP for EC approval.	
	Financials	Chair	<ul style="list-style-type: none"> • Keep record of all financial data • All check requests must go through EC for approval • Maintain contact with the Treasurer to stay up-to-date with current & outstanding debts • Expenses must be submitted to Treasurer within 45 days 	
	Submit event budget to VP for EC approval	Chair	VP will notify Committee if program has been approved	
	Theme & Logo	Committee	Determine program theme/logo	
	Keynote Speaker /Program	Committee	Select keynote speaker & determine program agenda: <ul style="list-style-type: none"> • Review policies in Leadership Handbook regarding speakers, honorarium, etc. 	

			<ul style="list-style-type: none"> Honorarium requests must be approved by the EC <u>prior</u> to confirmation of speaker Determine if accommodations are needed for the speaker – include this expense in budget 	
	Menu	Committee	<ul style="list-style-type: none"> Determine if the event requires catering Does the venue provide catering or will catering be provided by an outside vendor? 	
	Registration – have event programmed into Cvent	Committee	Contact Membership Coordinator to have event set-up in Cvent.	
	Communications	Committee	<ul style="list-style-type: none"> Prepare flyers of event to distribute at meetings and other events Send mass email to membership Work with Membership Coordinator to contact registrants in Cvent 	
	Newsletter Articles	Committee	<ul style="list-style-type: none"> Submit all announcements and articles in a timely manner to promote event. All announcements and articles must be submitted to the VP for EC approval prior to release. 	
	Event/Workshop Program	Committee	Create a program agenda	
	Event packets	Committee	Identify, copy, and assemble materials for packets	
	Event decorations (if applicable)	Committee	Create ideas for centerpieces	
	Event certificates (if applicable)	Committee	Prepare certificates – if appropriate for program	
	Gifts & Prizes	Committee	Submit ideas for prizes & how to distribute	
	Evaluation	Committee	Prepare program evaluation(s) for attendees	
	Wrap-Up Meeting	Committee	Plan wrap-up meeting with committee to: <ul style="list-style-type: none"> review pros/cons from event send thank-you notes 	

			<ul style="list-style-type: none"> • finalize expenses • reconcile outstanding balances 	
	Special Committee Awards: <ul style="list-style-type: none"> • Outstanding Professional Development Team Award (June- see EC Master Calendar) • Travel Grant Awards (July-August – see EC Master Calendar) 	Committee	<ul style="list-style-type: none"> • Send announcement to MACRAO membership • Work with VP for approval & contact Web Editor for posting link • Work with Historian to order plague(s) (if applicable) 	

Tasks Assigned Day of Event/Workshop

Please consider the tasks below and choose an area you would like to work on.

Task	Assigned To	Details & Comments	Status
Arrival/Greeter's			
Check-In/Registration			
Assemble Packets			
Name Badges			
Decorations			
Give-away's & Prizes			
Signage			
Problem Solver			

Have a question, here's how to get an answer.

The majority of the questions will be funneled through the Vice-President; however here are a few tips:

- Registration – questions will go through Membership Coordinator (Cvent)
- Budget/Expense Requests – must be submitted to the Vice-President for EC approval and processing

- Speaker/Honorarium – read MACRAO guidelines regarding qualified candidates
- Updates on Workshop – keep the Vice-President updated on the process of developing your event to avoid any misunderstandings. Prepare an update for each Chair/Co-Chair meeting. If you are unable to attend please send comments to Vice-President