

PRE-EVENT CHECKLIST



Use the Pre-Event Checklist below as a starting point as you plan for your recognition event.

- Venue**
- Determine Location
 - Set Event Start Time
 - Order Extra Lighting
 - Order Podium
 - Order Microphone/Sound System
 - Determine Set Up and Tear Down Procedures

- Guests**
- Finalize Guest List
 - Set RSVP Date
 - Send Invitations

- Presenters**
- Choose Award Presenters
 - Train Presenters on Presentation Techniques

- Food**
- Choose Food Selections
 - Choose Beverage Selections

- Entertainment**
- Audition and Hire Entertainment

- Awards**
- Choose Personally Meaningful Awards
 - Choose An In-Hands Date 2 weeks Prior To Event

- Recipients**
- Notify Award Recipients

- Other**
- Determine Event Theme
 - Set Budget
 - Invite Family and Friends of Recipients