

# PRE-EVENT CHECKLIST

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**U**se 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