Office of Special Events - Planning Checklist

The success of any event is largely due to the management of details – selected proper locations, ensuring adequate seating, choosing menus, and lastly making sure the audio-visual equipment has been ordered. This Event Planning Checklist was developed to assist staff and faculty when they are organizing lectures, readings, panel discussions, symposia, workshops, meetings, conferences, etc. Not all items on the Checklist will be relevant to every function. Questions pertaining to the Checklist or requests for assistance should be directed to mwescott@ccp.edu or Monique Evans-Wescott at x 8941.

Type of Event
- Conference
- Lecture
- Meeting
- Panel Discussion
- Reading
- Reading/Book Signing
- Symposium
- Workshop
- Other ______________________

Contact Person (Usually chair of organizing committee)
- Name
- Address
- Telephone Number Fax Number
- Email

Committee
- Members (include telephone numbers and email addresses)
- Meeting schedule
- Distribution of responsibilities

Budget
- Source of funds
  Accounts required (for example: travel, entertainment, accommodations, honoraria, poster, printing, flowers, labor, office supplies, photographer, disability accommodations etc.)

Space Reservations - contact Events Office via email mwescott@ccp.edu or via fax (215)496-6060 for your event
- Location(s) for event (consider capacity requirements)
- Location for reception
- Location for dinner
- Inclement weather plans

Disability Access and Accommodations for Speakers, Special Guests and Participants
- Access inquiry notice on announcements and invitations, when appropriate
- Accessible location
- Special transportation
Lowered podium
Wheelchair access to stage
Special seating section
Sign language interpreter/communication assistance
Alternatives to print materials

Speaker/Panelists

- Invitation
- Background information (CV; Social Security number; publicity photograph; title of lecture, if applicable; audio and video release forms, if applicable; background reading material, if applicable)
- Speaker’s/panelists’ contact people, if any, including telephone numbers
- Honorarium
- Campus escort(s)
- Travel plans
- Accommodations*
- Surface transportation between airport/train station and
- Parking/passes (Contact Budgets & Finance Office – x8090)
- Identify individual to introduce speaker/panelists at event and/or moderate panel
- Thank you/honorarium & expense reimbursement

Special Guests

- Invitations -
- Travel plans
- Campus escorts
- Accommodations
- Parking/passes (Contact Budgets & Finance Office – x8090)
- Follow-up, if necessary, after event

Invitations

- Design/Printing – Communications Office – M1-24
- Guest list
- Include campus map on invitation or enclose (Campus maps can be obtained from the college’s homepage)
- Response deadline date
- Person/telephone number to whom to respond
- Internal distribution, if appropriate
- Extra invitations for files

Dinners/Receptions

- Budget
- Caterer (Contact Sodexho Catering Services x8315 (Duane/Tracey/Christy)
- Menu planning (mindful of dietary restrictions)
- Number of tables and chairs for dining
- Number of chairs at head table
- Flowers (Sodexho can include and provide cost estimate)
- Linens
Host/Emcee
Schedule of evening/timeline
Podium/microphone (Contact AV Services x 8460)
Photographer (Contact Dennis Gingell x 8822)
Coat rack

Registration

Table/Chairs/Linens
Name tags
Conference/Meeting Information Packet/Pencils/Pens
Gift (if desired)
Information Table
Trash receptacles
Coat racks

Book Signing

Bookstore providing books/service
Location for book signing
Table for books/chair/linens/flowers
Table/chair for author
Cashier
Cashbox/cash for change
Distribution of funds after event

Publicity

The College has a Public Relations Coordinator – she can be contact at x 8082 for any of your needs.
Campus electronic bulletin board:
Poster
News Release (contact Kim Iapalucci at ext. 8082 or kiapalucci@ccp.edu re feasibility at least one month in advance)
Announce in Communique or Transcripts
College News

Audio-Visual Needs

Podium with microphone
Lavaliere
Microphones for panel
Taping Needs
Sound Needs

Lighting needs
Special requests

Event Service – Work-Order Required
Water pitcher/glasses - Sodexo
Table (panel discussion) – Plant MG-17
Linens for table - Sodexho
Chairs (on stage) – Plant Mg-17
Microphones – Audio-visual Services B1-25
Physical room set-up (platform etc.) to Plant MG-17
Podium spray (flowers) - Sodexho
Community College of Philadelphia Banner – Events Office

Additional Staff Assistance

- Student Ambassadors (Send an email to kbrown@ccp.edu for job posting)
- Greeters

Reserved Seating

- Press section
- Signage
- Special needs section (interpreter, other)

Miscellaneous

- Thank You Notes
- Directions: Link to Directions
- Map – Link to Campus Map