|  |  |
| --- | --- |
| Event name |  |
| Date |  |
| Time |  |
| Location |  |
| Estimated attendance | Internal: | External: |
| Event host |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Responsibility | Due date | Notes | √ |
| Core Event Details |  |  |  |  |
| Confirm date & time |  |  |  |  |
| Book venue/space |  |  |  |  |
| Agenda/Format |  |  |  |  |
| Determine event content/format |  |  |  |  |
| Determine speakers/participants |  |  |  |  |
| Draft event scenario |  |  |  |  |
| Develop Run-of-play |  |  |  |  |
| Prepare remarks and briefing packages |  |  |  |  |
| Project Initiation Form(ontariotechu.ca/projectinitiation) |  |  |  |  |
| Invite/evite |  |  |  |  |
| Registration Form |  |  |  |  |
| Website |  |  |  |  |
| Digital Sign |  |  |  |  |
| Web banner |  |  |  |  |
| Agenda postcard/programs |  |  |  |  |
| Event signage |  |  |  |  |
| Photo/video production |  |  |  |  |
| Social media support |  |  |  |  |
| Weekly report |  |  |  |  |
| Media advisory/Press Release |  |  |  |  |
| Web story |  |  |  |  |
| Attendance |  |  |  |  |
| Prepare guest list |  |  |  |  |
| Send invitations/eviteSend calendar invite to senior administration. |  |  |  |  |
| Submit event to university event calendarevents.ontariotechu.caSubmit to community calendars (if appropriate) |  |  |  |  |
| Track RSVPs |  |  |  |  |
| Event Logistics |  |  |  |  |
| Complete and submit Risk Management Event Application |  |  |  |  |
| Request insurance documents from external vendors (as per event application) |  |  |  |  |
| Create floor plan |  |  |  |  |
| Submit ticket for facilities support (servicedesk@dc-uoit.ca)  |  |  |  |  |
| Submit ticket for housekeeping services (servicedesk@dc-uoit.ca) |  |  |  |  |
| Event furniture rentals (cruiser tables, staging, tables, chairs, etc.)(gervaisrentals.com) |  |  |  |  |
| Linen rentals(gervaisrentals.com) |  |  |  |  |
| Submit ticket for media services support(gervaisrentals.com)Or contact external vendor Audio Visual needs |  |  |  |  |
| Arrange catering (Aramark for north campus location, approved vendor for downtown campus location) |  |  |  |  |
| Arrange bar services (contact Risk Management) |  |  |  |  |
| Determine required branded event materials (i.e. zaps, tablecloths, photography release sign, easel, flags) |  |  |  |  |
| Flowers/décor |  |  |  |  |
| Determine/create required signage |  |  |  |  |
| Book music and entertainment |  |  |  |  |
| Parking arrangements |  |  |  |  |
| Security |  |  |  |  |
| Campus Emergency Response Team (CERT) |  |  |  |  |
| Notify offices surrounding venue |  |  |  |  |
| Accommodate accessibility requests |  |  |  |  |
| Staffing |  |  |  |  |
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|  |  |  |  |  |
| Budget |  |  |  |  |
| Develop estimated budget |  |  |  |  |
| Track expenses |  |  |  |  |
| Reconcile budget |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Post Event |  |  |  |  |
| Complete event synopsis |  |  |  |  |
| Debrief meeting |  |  |  |  |
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