



# DUKE LAW

## Duke Law Clubs Event Planning Checklist

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*This form does not need to be turned in. Its purpose is to assist the Event Coordinator.*

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**Event:**

Complete?	Due Date	Timeframe	Task
		Annual Planning Mtg	Establish event budget: \$ _____
		As soon as possible	Book speaker: _____
		7-8 weeks before event	Set date _____ & time _____
		7-8 weeks before event	Book location: _____
		7-8 weeks before event	Determine cost per attendee: \$ _____
		6 weeks before event	Complete Pre-Event Planning Form & submit to Alumni Relations staff
		5 weeks before event	Proofread/approve invitation drafts provided by Alumni Relations staff
		3-4 weeks before event	Book caterer: _____
		3-4 weeks before event	Arrange for any A/V needs
		2 weeks before event	Assign club board members to make phone calls to increase attendance (if needed)
		2 weeks before event	Request any needed materials from Alumni Relations (nametags, copies of payment form, etc.)
		1 week before event	Give caterer final numbers. Ask when caterer will arrive at site. Get cell number for caterer.
		1 week before event	Reconfirm location.
		4-5 days before event	Follow up with speaker. Provide directions & emergency cell phone number.

## Duke Law Clubs Event Planning Checklist (p.2)

Complete?	Due Date	Timeframe	Task
		3 days before event	Brief club board & Alumni Relations staff. <ol style="list-style-type: none"> <li>1. Provide RSVP list &amp; your cell phone number.</li> <li>2. Assign board members to event-day tasks. For example:               <ul style="list-style-type: none"> <li>_____ Man registration</li> <li>_____ Collect money</li> <li>_____ Meet speaker</li> <li>_____ Set up room/meet caterer</li> <li>_____ Pick up food &amp; bring to location</li> <li>_____ Man door (if security is an issue)</li> <li>_____ Welcome the group/introduce speaker</li> </ul> </li> <li>3. Set event timeline. For example:               <ul style="list-style-type: none"> <li>6:00 Event registration/social period</li> <li>6:30 Ask everyone to take their seats</li> <li>6:35 Introductions</li> <li>6:40 Speaker</li> <li>7:30 Event adjourns</li> </ul> </li> </ol>
		Day before event	Collect any materials needed for event <ul style="list-style-type: none"> <li>_____ Nametags &amp; Sharpies</li> <li>_____ Payment forms</li> <li>_____ Sign-in sheet</li> <li>_____ RSVP list</li> <li>_____ Camera</li> <li>_____ Phone numbers for caterer, speaker, location contact &amp; other board members</li> </ul>
		30 minutes before event	Arrive at location. Set up room (don't forget water for the speaker!). Manage board members as they complete assigned tasks.
		Within 1 week after event	Complete Post-Event Wrap-Up Form and return to Alumni Relations staff along with any payments and/or receipts collected.