

UNO Alumni Event Checklist



Key Considerations:

- ✓ The aim of the event: What do you hope to achieve?
- ✓ Who do you expect to attend? What might they want out of the event? How many people can you realistically expect to attend?
- ✓ Who is the lead organizer of the event? Are there partner organizations who will be involved in the event with you?
- ✓ What is the event format? (Examples: formal lunch/dinner, happy hour, lecture, informal gathering, tour, etc.)
- ✓ What is the event venue? Does this venue have any restrictions to be aware of in advance (like parking, capacity, access, alcohol, etc.)?
- ✓ What is your budget?
- ✓ What is your promotion and marketing plan?

Suggested Timeline:

3-6 months before the event

- ✓ Draft a timeline for key tasks and deadlines
- ✓ Reserve event venue and catering if needed
- ✓ Develop a schedule for the event of what is happening and when
- ✓ Contact any keynotes/speakers/honorees about the event
- ✓ Notify the UNO Alumni Team at the Foundation of your event
- ✓ Create invitation list to include any relevant VIPs
- ✓ Determine if there will be a cost to attendees and what that might be
- ✓ Send save the dates if needed

1-3 months before the event

- ✓ Determine audio visual needs for the event
- ✓ Create room layout
- ✓ Finalize catering needs including menu and drink selections
- ✓ Set up an event registration plan (who will take RSVPs and what info needs to be conveyed to guests)
- ✓ Identify volunteers/staff to help with the event and assign them responsibilities
- ✓ Promote the event on social media channels if appropriate
- ✓ Consider room décor you will want
- ✓ Determine RSVP date (at least 3-7 days prior to catering deadline)
- ✓ Send invitations
- ✓ Decide if there will be development components woven into the event or post-event at all

1-2 weeks before the event

- ✓ Touch base with volunteers and staff on their assigned roles and any other needed logistics
- ✓ Finalize catering numbers and include any dietary restrictions of registered guests
- ✓ Confirm arrangements with any speakers and outside contractors (rental companies, a/v, etc.)
- ✓ Finalize and distribute expected attendee list with staff and stakeholders who need to see it
- ✓ Produce name tags if being used
- ✓ Create a contact sheet with the numbers of all key staff, vendors, speakers, etc. for the day-of
- ✓ Send a reminder to event attendees including any logistics they need to know

Day of the event

- ✓ Arrive earlier than needed
- ✓ Walk through entire event space before beginning setup
- ✓ Set up welcome/registration table (this should be staffed for most of the event)
- ✓ Set space as needed, paying attention to podium, table assignments and audio visual
- ✓ Place signage and décor as needed remembering to brand appropriately
- ✓ Keep note of walk-ups or cancellations to ensure a more accurate list after the event
- ✓ Take some photos of event (even if there is a photographer) and use the hashtag #UNOAlumni
- ✓ Volunteers and staff will not eat until directed to do so by event leader (typically after all guests)
- ✓ Volunteers and staff will help with event clean up until released by event leader

After the event

- ✓ Settle all bills
- ✓ Let the UNO Alumni team know how the event went, including photos and attendee lists
- ✓ Follow up with attendees when appropriate to thank them or send a post-event survey