



### **Event Planning Checklist**

1. \_\_\_ Determine date, time, and type of event desired.
2. \_\_\_ Check availability of the desired location and reserve the room.  
(Remember to plan a rain location if the event is scheduled outside.)
3. \_\_\_ Decide on a budget for food, flowers, and alcohol.
4. \_\_\_ Call Elon University Catering at 278-5330 to plan the event.
5. \_\_\_ Make arrangements for flowers, candles or other decorations.
6. \_\_\_ Arrange for any special equipment such as audio visual.
7. \_\_\_ Decide on table arrangement, including the number of guests at a head table, number of guests at each table, and a table diagram if necessary.
8. \_\_\_ Arrange for the placement of table numbers or placecards if necessary.
9. \_\_\_ Request additional tables for gifts, awards, nametags, etc. through the scheduling system or call Physical Plant @ 278-5500.
10. \_\_\_ Decide on the number of "Reserved" tables and request signs as necessary.
11. \_\_\_ Include entertainers in your guest count if you plan to feed them.
12. \_\_\_ Prepare any schedule of programming that will occur during the course of your event. Wait staff will leave the dining area during programs to avoid noise and distraction that may disturb your guests.
13. \_\_\_ Schedule a person to greet your guests as they arrive if necessary.
14. \_\_\_ Notify Elon University Catering of any vegetarian needs or any special accommodations needed for handicap guests.
15. \_\_\_ Call Elon University Catering with the final guest count at least three business days before the scheduled event.
16. \_\_\_ Relax and enjoy your event!