

TASK CHECKLIST + DELEGATION

PARTY RESPONSIBLE	TASK	DATE COMPLETED
	SPONSORSHIP, FACULTY CONTRIBUTION, SFSS GRANT, DONATIONS	
	ROOM BOOKING / VEUE	
	PERMISSION REQUESTED	
	PROVINCIAL PERMITS (Foodsafe, alcohol, gambling, etc.)	
	PARKING / TRANSPORTATION LOGISTICS	
	EVENT ENTERTAINMENT / SPEAKERS	
	REHERSALS	
	INVITE LIST COMPILED	
	RSVP (TICKETS: Showpass, Eventbrite, etc.)	
	EVENT GRAPHIC DESIGN (Logos, theme, social media, posters)	
	INVITATIONS SENT (e-mail, traditional mail)	
	PRINT MARKETING MATERIALS	
	SOCIAL MEDIA ADS	
	EVENT SIGNS / SIGNAGE (washrooms, directions, etc.)	
	PROGRAMS / CATALOGUES	
	PROMOTIONALS	
	PRIZES / GIVEAWAYS	
	DECORATIONS	
	SEATING ARRANGEMENTS	
	TABLES / CHAIRS (Facilities request)	
	CATERING: FOOD / MENU / DIETARY CONCERNS ADDRESSED	
	BEVERAGES	
	ADDITIONAL STAFF	
	SECURITY / FIRST AID	
	AUDIO / VISUAL	
	HOUSEKEEPING	
	EVENT FLOOR PLAN / SET-UP	
	GUEST GREETERS / USHERS	
	REGISTRATION AREA AND PROCESS	
	PARTICIPANT FEEDBACK / REVIEW SYSTEM DEVELOPED	
	VOLUNTEERS	
	OTHER	
	OTHER	
	OTHER	