



Event Checklist

Event: _____

Location: _____

Date: _____

Event Checklist

Assignments

Persons organizing event:

Person in charge of checklist:

Event leader:

Police liaison(s):

Media coordinator:

Spokesperson(s):

Sidewalk Counselors(s):

Summary Article (also must record info on participants):

Pictures:

Advisor(s):

Event Specifics

Where:

When:

Who is invited:

Why:

Address of event location:

Address of event location (2):

Time of event:

Transportation arrangements:

Estimated Cost

Food:

Transportation:

Supplies:

Actual Cost (attach receipts)

Food:

Transportation:

Supplies:

Equipment and Supplies - <i>must be checked and confirmed before event by event coordinator</i>	Person responsible for completion - must make report to event coordinator	First Report Due	Event Coord. Initials	Final Report Due	Event Coord. Initials
Research subject of event					
Compile directions to event/make maps					
Notify/contact participants					
Spanish/English literature - in sufficient quantities					
Event-appropriate literature (create if necessary)					
Condition of signs					
Locate Survivors banner					
Create event-specific signs/banners if necessary					
Camera equipment - 35mm film, memory cards, video tapes, batteries					
Check cameras/walkie-talkies					
Charge digital/video camera batteries					
Police notification (if appropriate)					
Press release (if appropriate)					
Condition of vehicles					
Trailer - clean, road ready					
Quarters					
Bottled water (at least 2 for each expected participant)					
Song books/musical instruments					

Day of Event - items to load into vehicle/trailer	Loaded by (person responsible)	Confirmed
Signs		
General/event-specific literature		
Camera(s)		
Walkie-talkies		
Survivors banner or other		
Water/Quarters		
Maps - general area and event-specific		
Megaphone(s)		
Pre-made banner or signs/sign making supplies		

