

Event Planning Checklist

Event Name _____ WGC Event Coordinator(s) _____
Location _____ Budget \$ _____ Date _____
Location Contact _____ Phone/email _____ / _____
Facility charge \$ _____ Meal charge \$ _____ Gratuity \$ _____
List other charges \$ _____

Theme _____ Expected attendance _____ Cost per attendee \$ _____
Registration/payment deadline _____ Registration volunteer _____

Valet Parking? [] Y [] N
[] Included Cost per Valet \$ _____

Facility will provide:

[] Tables & chairs Number of tables _____ # chairs per table _____ [] Free self parking
[] Tablecloths [] Napkins [] Centerpieces [] Podium [] Microphone [] Music
[] Projector [] Wifi

Set up available the day before event date [] Yes [] No

Set up time _____ Event Start Time _____ Event End time _____ Tear down time _____

Entertainment _____ Cost \$ _____

Entertainment Start Time _____

VOLUNTEERS

Table centerpieces

List volunteers _____

Raffle Baskets

List volunteers _____

Menu selection

List volunteers _____

Check in

List volunteers _____

Other _____

List volunteers _____