|  |  |  |  |
| --- | --- | --- | --- |
|  **NO.** | **Task/POC** | **Completed (Y/N/NA)** | **Comments** |
| **A.** | **2 MONTHS OUT (Date)** |  |  |
|  | Determine scope of the event: (Event Title) |  |  |
|  | Determine MC(s)  |  |  |
|  | Dates of event(s), time, theme & location (provide setup and tear down timeframe.  |  |  |
|  | Determine room setup (location of tables) |  |  |
|  | Coordinate who will make up program and flyers if needed |  |  |
|  | AV support, projector, screen, microphone and podium |  |  |
|  | Coordinate who will be handling: donation of refreshments, contact of sponsors, meeting room setup/cleanup, runner, general questions |  |  |
|  | Coordinate who will be contacting the candidates |  |  |
|  | Coordinate the briefing of EEO and the Union on the Event |  |  |
|  | Send letters to candidates (Make phone calls) |  |  |
| **B.** | **1 MONTH OUT (Date)** |  |  |
|  | Finalize Refreshments |  |   |
|  | Coordinate any items needing to be printed |  |  |
|  | Finalize volunteer list with contact numbers |  |  |
| **C.** | **2 WEEKS OUT (Date)** |  |  |
|  | Ensure any printouts and etc. have been completed |  |   |
|  |  |  |  |
| **D.** | **1 WEEK OUT (Date)** |  |  |
|  | Send reminders to all CACBIG Members |  |  |
| **E.** | **1 TO 2 DAYS OUT (Date)** |  |  |
|  | Verify who will do the setup/tear down |  |  |
| **F.** | **DAY OF EVENT 0900** |  |  |
|  | Member available to sit at Registration Table |  |   |
|  | Ensure meeting room is setup and ready to go at 0900 |  |  |

|  |
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| **Event Checklist “Before, During and After”** |
| Meet w/ BIG Committee at least two days before event to ensure all necessary tasks have been completed. |

**CONTACT INFORMATION**

**PROJECT OFFICERS**

**REFRESHMENT COMMITTEE**

**SETUP/CLEANUP COMMITTEE**

**REGISTRATION COMMITTEE**

**MEETING ROOM**