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| *This form must be completed by the Event Owner and submitted for approval to the ICLF Events Committee 90 days prior to the event. It must be sent for review to the ICLF Events Committee 30 days after the event. The ICLF Events Committee meets weekly on Thursdays at 4pm. Contact the ICLF Operations Director to be added to the agenda 7 days in advance. Owner: ICLF Operations Director, ICLF President of the Board. Rev: May 2021* |

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|  |  | **ICLF Event/Program Planning Checklist** |  |  |
|  | **Task or Category** | **Details** | **Date Completed** | **By Who** |
|  |  |  |  |  |
|  | **Event Request Tasks** |  |  |  |
| **1** | Event/ Program Official Name |  |  |  |
| **2** | Event/ Program Date, Time, and Location |  |  |  |
| **3** | Event/ Program Coordinator |  |  |  |
| **4** | Board Liason |  |  |  |
| **5** | Staff Liason |  |  |  |
| **6** | Volunteer Liasion |  |  |  |
| **7** | Major Stake Holders/ Committee Members |  |  |  |
| **8** | Event Request Form Approved |  |  |  |
| **9** | Budget Form completed  |  |  |  |
| **10** | Budget Form Submitted to Finance Comm |  |  |  |
| **11** | Event On Google Calendar  |  |  |  |
| **12** | Space for Event Reserved |  |  |  |
| **13** | ICLF Run or Co - sponsored |  |  |  |
|  |  |  |  |  |
|  | **Speaker/Facility Agreement** |  |  |  |
| **14** | Contract |  |  |  |
| **15** | Handout(s) to Print |  |  |  |
| **16** | Power Point or Files |  |  |  |
| **17** | Housing Reservations |  |  |  |
| **18** | Transportation Arrangements |  |  |  |
| **19** | Review PP w/ Speaker & Make Bookmarks |  |  |  |
| **20** | Dinner or other meal(s) for Speaker |  |  |  |
|  |  |  |  |  |
|  | **Publicity/ Marketing** |  |  |  |
| **21** | Pricing Set |  |  |  |
| **22** | 1 paragraph blurb written |  |  |  |
| **23** | Poster/Flyers Created |  |  |  |
| **24** | Press Release written |  |  |  |
| **25** | Images Selected |  |  |  |
| **26** | Permission for Images received |  |  |  |
| **27** | Submit 22 - 26 to Submissions@azirish.org with instructions on website, SM, Eblasts, Press Release and Collaterol requests |  |  |  |
| **28** | Poster/Flyers Received |  |  |  |
| **29** | Registration Request sent to Managing Dir |  |  |  |
| **30** | Article Submitted to Desert Shamrock |  |  |  |
| **31** | Interviews with Media |  |  |  |
| **32** | Live Media Presence |  |  |  |
| **33** | VIP Media Invitations Sent |  |  |  |
|  |  |  |  |  |
|  | **Facility Set Up and Form** |  |  |  |
| **34** | Facility Set Up form sent to Event Staff |  |  |  |
| **35** | Order Clean Up and Set up Staff |  |  |  |
| **36** | Food and Bar details finalized |  |  |  |
| **37** | Pre Cleaning of Space Scheduled |  |  |  |
| **38** | Audio Needs Requested |  |  |  |
| **39** | Technology Needs Requested |  |  |  |
| **40** | Special Parking Need Requested |  |  |  |

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|  | **Registration Needs and Forms** |  |  |  |
| **41** | Name tags/dots details worked out |  |  |  |
| **42** | Registration Plan & Instructions typed up |  |  |  |
| **43** | Number of Registration People Determined |  |  |  |
| **44** | Volunteers or Staff Recruited |  |  |  |
| **45** | Checkin Registration List Request Sent |  |  |  |
| **46** | Cash box (s) prepared |  |  |  |
| **47** | Credit Card Machine & Lap tops confirmed |  |  |  |
| **48** | Final Registration List Completed |  |  |  |
| **49** | POS updated with Registration Details |  |  |  |
|  |  |  |  |  |
|  | **Collaterol/Handouts/ Sales Items** |  |  |  |
| **50** | Handouts & Packets Printed  |  |  |  |
| **51** | Supplies ordered |  |  |  |
| **52** | Evaluation Forms Created |  |  |  |
| **52** | Packets Assembled |  |  |  |
| **54** | Sales Items Determined |  |  |  |
| **55** | Sales Items Ordered |  |  |  |
| **56** | Prices Assigned and Sign made for Sales |  |  |  |
| **57** | POS updated with sale items |  |  |  |
|  |  |  |  |  |
|  | **Food/Drink/ Snacks** |  |  |  |
| **58** | Menu Planned |  |  |  |
| **59** | Caterer Booked |  |  |  |
| **60** | AM Snacks |  |  |  |
| **61** | PM Snacks |  |  |  |
| **62** | Beverages |  |  |  |
| **63** | Final Orders Placed |  |  |  |
| **64** | Table Cloths |  |  |  |
| **65** | Food/Drink Delivered or Picked up |  |  |  |
| **66** | Cups |  |  |  |
| **67** | Napkins |  |  |  |
| **68** | Serving Utencils |  |  |  |
| **69** | Patron Utencils |  |  |  |
| **70** | Condiments |  |  |  |
| **71** | Creamer |  |  |  |
| **72** | Sweetner |  |  |  |
| **73** | Stir Sticks |  |  |  |
| **74** | Plates |  |  |  |
| **75** | Trash Bags |  |  |  |
| **76** | Toilet paper |  |  |  |
|  |  |  |  |  |
|  | **Volunteers** |  |  |  |
| **77** | Number Needed and Job Duties |  |  |  |
| **78** | Call for Volunteers Request Sent |  |  |  |
| **79** | Volunteer point people/supervisors assigned |  |  |  |
| **80** | Volunteer Training Scheduled |  |  |  |
| **81** | Volunteer Instructions sent out |  |  |  |
|  |  |  |  |  |
|  | **Event Review and Forms** |  |  |  |
| 82 | Money accounted for and deposited |  |  |  |
| 83 | Survey Sent Out |  |  |  |

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| 84 | Review Meeting Held |  |  |  |
| 85 | Event Review Form Submitted |  |  |  |