

This form must be completed by the Event Owner and posted to google drive for approval by the ICLF Events Committee 30->90 days prior to the event. It must be posted to google drive for review by the ICLF Events Committee 30 days after the event. The ICLF Events Committee meets weekly on Thursdays at 3pm. 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: Jan 2022

		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 Liaison			
5	Staff Liaison			
6	Volunteer Liaison			
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	Library Open, Library Tour			
14	ICLF Run or Co - sponsored			
	Speaker/Facility Agreement			
15	Contract			
16	Handout(s) to Print			
17	Power Point or Files			
18	Housing Reservations			
19	Transportation Arrangements			
20	Review PP w/ Speaker & Make Bookmarks			
21	Dinner or other meal(s) for Speaker			
	Publicity/ Marketing			
22	Pricing Set			
23	1 paragraph blurb written			

24	Poster/Flyers Created			
25	Press Release written			
26	Images Selected			
27	Permission for Images received			
28	Submit 22 - 26 to Submissions@azirish.org with instructions on website, SM, Eblasts, Press Release and Collateral requests			
29	Poster/Flyers Received			
30	Registration Request sent to Exec Admin			
31	Article Submitted to Desert Shamrock			
32	Interviews with Media			
33	Live Media Presence			
34	VIP Media Invitations Sent			
	Facility Set Up and Form			
35	Facility Set Up form sent to Event Staff			
36	Order Clean Up and Set up Staff			
37	Food and Bar details finalized			
38	Pre Cleaning of Space Scheduled			
39	Post Cleaning of Space Scheduled			
40	Audio Needs Requested			
41	Technology Needs Requested			
42	Special Parking Need Requested			

	Registration Needs and Forms			
43	Name tags/dots details worked out			
44	Registration Plan & Instructions typed up			
45	Number of Registration People Determined			
46	Volunteers or Staff Recruited			
47	Checkin Registration List Request Sent			
48	Cash box (s) prepared			
49	Credit Card Machine & Lap tops confirmed			
50	Final Registration List Completed			
51	POS updated with Registration Details			
	Collateral/Handouts/ Sales Items			
52	Handouts & Packets Printed			
53	Supplies ordered			
54	Evaluation Forms Created			

55	Packets Assembled			
56	Sales Items Determined			
57	Sales Items Ordered			
58	Prices Assigned and Sign made for Sales			
59	POS updated with sale items			
	Food/Drink/ Snacks			
60	Menu Planned			
61	Caterer Booked			
62	AM Snacks			
63	PM Snacks			
64	Beverages			
65	Final Orders Placed			
66	Table Cloths			
67	Food/Drink Delivered or Picked up			
68	Cups			
69	Napkins			
70	Serving Utensils			
71	Patron Utensils			
72	Condiments			
73	Creamer			
74	Sweetener			
75	Stir Sticks			
76	Plates			
77	Trash Bags			
78	Toilet paper			
	Volunteers			
79	Number Needed and Job Duties			
80	Call for Volunteers Request Sent			
81	Volunteer point people/supervisors assigned			
82	Volunteer Training Scheduled			
83	Volunteer Instructions sent out			
	Event Review and Forms			
84	Money accounted for and deposited			
85	Survey Sent Out			
86	Review Meeting Held			
87	Event Review Form Submitted			