COLLEGE OF BUILT ENVIRONMENTS

UNIVERSITY *of* WASHINGTON

Logistics Checklist - High Support from Advancement

General

	Timeline & Deadline Tracking
	Apply for permits, as needed
	Create/submit COVID Safety Plan
	Cvent registration (ADV)
	Develop event

People

	Coordinate staff/volunteers
	Appoint persons of contact for:
	-Venue
	- AV/Tech
	- Caterer
	- Other vendors
	- Special guests
	- Volunteers
	- Students (confirm attendance)
	- Guest Questions & RSVPs
	Coordinate rehearsals, as needed
	Keynote speaker
	Introductory speakers/Emcee
	Coordinate PAC/Board outreach
	Seating Chart Creation

Vendors

	Secure Venue
	Parking
	Caterer
	Florist
	Photographer
	Videographer
	Entertainment
	Other

Finance/Sponsorship

	Set event budget
	Recruit sponsors
	Set sponsorship levels
	Track contributions (ADV)
	Request appeal code (ADV)
	Create event invoice (ADV)
	Set premium level, as needed (ADV)
	Request short fund code (ADV)
	Coordinate PAC/Board gift support

Communication

	Initial Audience Development
	Confirm Comm Plan/Timeline
	Provide written text and any images:
	- Description for registration site
	- Save the Date
	- Invitations
	- Other communication as planned
	- Thank you email
	CBE/UW Calendars
	Social Media
	Bulletin Listing on Intranet
	Press Release
	UW Interest Groups
	Website content, as needed
	Graphic Materials:
	- Program
	- Posters
	- Signage
	- Table signs
	- Donation cards/envelopes
	- Nametags
	- Table tents
	- PPT
	- Social media
	- Photos
	- Current students/faculty/staff
	- Special guests
	- Other

Other

Notes:

This checklist is neither definitive nor exhaustive. It is a guideline to assist in your planning.