

**Logistics Checklist - Low or No Support from Advancement**

**General**

	Timeline & Deadline Tracking
	Apply for permits, as needed
	Registration setup, as needed
	Develop event programming/schedule
	Set event budget
	Create/submit COVID Safety Plan, as needed

**People**

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

**Vendors**

	Secure Venue
	Parking
	Caterer
	Florist
	Photographer
	Videographer
	Entertainment
	Other

**Other**


**Communication**

	Initial Audience Development
	Confirm Comm Plan/Timeline
	<i>Written text and any images:</i>
	- Event description
	- Invitation
	- Invitation Reminder(s)
	- Thank you email
	CBE/UW Calendars
	Social Media
	Bulletin Listing on Intranet
	UW Interest Groups
	Website content, as needed
	<i>Graphic Materials:</i>
	- Program
	- Posters
	- Signage
	- Table signs
	- Nametags
	- PPT
	- Social media
	- Other

**Notes:**