COLLEGE OF BUILT ENVIRONMENTS

UNIVERSITY *of* WASHINGTON

Logistics Checklist - Medium Support from Advancement
Starred (*) items may not apply

General

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

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

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, if needed
	Graphic Materials:
	- Posters
	- Social media
	- Program*
	- Signage*
	- Table signs*
	- Donation cards/envelopes*
	- Nametags
	- Table tents*
	- PPT*
	- 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.