Name of Event:  
Date of Event:  
Time:  
Location:  
Venue Contact Person:  
Phone #:  

☐ Create registration page (12 weeks)  
WHO:  
DUE:  
DONE:  

☐ Place on all UAAA calendars (12 weeks)  
WHO:  
DUE:  
DONE:  

☐ Book venue – contracts signed by Fabian & Foundation (4 – 6 mos)  
DUE:  
DONE:  

☐ Arizona Athletics Notified (12 weeks)  
WHO:  
DUE:  
DONE:  

☐ UA Foundation Notified/event in memo (12 weeks)  
WHO:  
DUE:  
DONE:  

☐ Prepare budget for event (12 weeks)  
WHO:  
DUE:  
DONE:  

☐ Decide who to mail to – get list (12 weeks)  
WHO:  
DUE:  
DONE:  

☐ Design invite (12 weeks before event)  
WHO:  
DUE:  
DONE:  

☐ Confirm with accounting on tax deductible  
WHO:  
DUE:  
DONE:  

☐ Print invite (8 weeks before event)  
WHO:  
DUE:  
DONE:  

☐ Mail invitation (6 – 8 weeks before event)  
WHO:  
DUE:  
DONE:  

☐ VIP (comps) invited (6 weeks)  
WHO:  
DUE:  
DONE:  

☐ Decide if running auction/raffle/selling or giving away product (6 weeks)  
WHO:  
DUE:  
DONE:  

Separate checklist needed for this portion  

☐ Set up schedule for social media posts, including email schedule (6 weeks)  
WHO:  
DUE:  
DONE:  

☐ Create facebook and twitter posts (6 weeks)  
WHO:  
DUE:  
DONE:  

☐ Book cheer, mascots & band if appropriate (6 weeks)  
WHO:  
DUE:  
DONE:  

☐ First email sent out (5 weeks)**  
WHO:  
DUE:  
DONE:  

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*Special Event Check List*
☐ Catering (menu) arranged / bartender scheduled if applicable (4 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Emcee arranged (4 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Special Guests and Speakers arranged (4 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Arrange for Photographer (4 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Arrange for audio visual including sound

WHO: ___________________ DUE: ______________ DONE: _____

☐ Linens/ centerpieces/rentals & décor ordered (4 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Set up media schedule (4 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Volunteers scheduled to work event (4 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Set up schedule to obtain RSVP list (4 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Design program – UAA needs to approve (2 weeks)*

WHO: ___________________ DUE: ______________ DONE: _____

☐ Check for obvious absentees on RSVP (2 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Walk through at venue (2 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

You should check parking, check in, space needs, seating, lighting, flow of room, etc – there is a separate venue checklist if you need it.

☐ Arrange for bank to take to event (2 weeks)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Print program – UAAA approved (1 week)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Assign seating if applicable – watch VIP placement (4 days)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Write script – make sure appropriate thank you’s – no invocation – UAAA approved

WHO: ___________________ DUE: ______________ DONE: _____

☐ Nametags – 4 groups by alpha (2 days)

WHO: ___________________ DUE: ______________ DONE: _____

☐ Print lists for check in: alpha, table, master

WHO: ___________________ DUE: ______________ DONE: _____
ONCE EVENT IS OVER

☐ All invoices paid
   WHO: ___________________ DUE: ______________ DONE: ____

☐ RE Updated
   WHO: ___________________ DUE: ______________ DONE: ____

☐ Send photos to UAAA for files
   WHO: ___________________ DUE: ______________ DONE: ____

☐ Evaluate event within 3 days/committee wrap up meeting
   WHO: ___________________ DUE: ______________ DONE: ____

☐ Send appropriate thank you notes (emcee)
   WHO: ___________________ DUE: ______________ DONE: ____

☐ Complete budget with final number
   WHO: ___________________ DUE: ______________ DONE: ____

☐ All finances to UAAA
   WHO: ___________________ DUE: ______________ DONE: ____

☐ Auction paperwork to UAAA
   WHO: ___________________ DUE: ______________ DONE: ____

*Please make note that all design work must be sent to an outside vendor, so sufficient time must be allowed for

** Chapter event emails will go out the third week of the month. Please get text into Chapter liaison the first week of the month in order to allow time for the writing, editing and testing of the email.