

# PRE-EVENT CHECKLIST

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Use the Pre-Event Checklist below as a starting point as you plan for your recognition event.

- Venue**
  - Determine Location
  - Set Event Start Time
  - Order Extra Lighting
  - Order Podium
  - Order Microphone/Sound System
  - Determine Set Up and Tear Down Procedures
- Guests**
  - Finalize Guest List
  - Set RSVP Date
  - Send Invitations
- Presenters**
  - Choose Award Presenters
  - Train Presenters on Presentation Techniques
- Food**
  - Choose Food Selections
  - Choose Beverage Selections
- Entertainment**
  - Audition and Hire Entertainment
- Awards**
  - Choose Personally Meaningful Awards
  - Choose An In-Hands Date 2 weeks Prior To Event
- Recipients**
  - Notify Award Recipients
- Other**
  - Determine Event Theme
  - Set Budget
  - Invite Family and Friends of Recipients