



EVENT WORKSHEET

Information	Description	Status
Name of the Event		
Date, Day(s), Time and Location of the Event		
Purpose: <ul style="list-style-type: none"> What is the concept? What are the main characteristics of the event? Is this a VIP event or community event? 		
Objective: What are we trying to accomplish?		
Target Audience: Age, Ethnicity, Gender, Attendance, etc.		
Budget Requirements: Event fee and other items costs		
Event Creative Items: Check all items that need to be designed and produced	<input type="checkbox"/> Invitation and/or E-blast <input type="checkbox"/> Agenda <input type="checkbox"/> Event Brochure/Flyer <input type="checkbox"/> EZ-up Tent Banner <input type="checkbox"/> Podium Poster <input type="checkbox"/> Surveys <input type="checkbox"/> Table Tents/Seats reserved cards <input type="checkbox"/> Information Boards <input type="checkbox"/> Presentation <input type="checkbox"/> Other:	
Site Check/Physical Requirements: Check all requirements needed.	<input type="checkbox"/> Site Visit <input type="checkbox"/> Site Plan <input type="checkbox"/> Room Layout <input type="checkbox"/> OC Bus trial run/placement <input type="checkbox"/> Other:	
What activities will be conducted at the event? Check all that apply.	<input type="checkbox"/> Event set up <input type="checkbox"/> A/V set up <input type="checkbox"/> Games <input type="checkbox"/> Photo Booth <input type="checkbox"/> Tear down/clean up <input type="checkbox"/> Other:	

Staffing Schedule: List staff working at the event		
Event Promotion & Advertising List how we are promoting the event?		
Event Logistics Check all items needed for event	<input type="checkbox"/> Site Plan and Layout <input type="checkbox"/> Staffing Schedules <input type="checkbox"/> Speakers/Presentation <input type="checkbox"/> Exhibitor Confirmation/Logistics <input type="checkbox"/> Water order <input type="checkbox"/> Food/Beverage order and delivery or pick-up <input type="checkbox"/> Balloon Order <input type="checkbox"/> Music Playlist <input type="checkbox"/> Speaking Points <input type="checkbox"/> Venue applications & payments <input type="checkbox"/> Non-rev OC Bus request <input type="checkbox"/> Court reporter/Minute-taker <input type="checkbox"/> Interpreters (Spanish & Vietnamese) <input type="checkbox"/> Bike Rack delivery coordination <input type="checkbox"/> A/V Set-up <input type="checkbox"/> Parking Validation <input type="checkbox"/> Cell Numbers/Contact Info <input type="checkbox"/> Other:	
Event Supplies Check all items needed for the event.	<input type="checkbox"/> Camera <input type="checkbox"/> OCTA Van <input type="checkbox"/> A/V Equipment <input type="checkbox"/> Podium <input type="checkbox"/> EZ-ups <input type="checkbox"/> Tables <input type="checkbox"/> Table Cloths <input type="checkbox"/> Chairs <input type="checkbox"/> Lit rack <input type="checkbox"/> Easels <input type="checkbox"/> OCTA Directional Signs <input type="checkbox"/> Media Banners <input type="checkbox"/> Tape <input type="checkbox"/> Scissors <input type="checkbox"/> First-aid Kit <input type="checkbox"/> Survey box <input type="checkbox"/> Sandbags <input type="checkbox"/> Stanchions <input type="checkbox"/> Decorations <input type="checkbox"/> Prize Wheel or Plinko <input type="checkbox"/> Swag/Giveaway items <input type="checkbox"/> Other:	
Pre-Event Checks	<input type="checkbox"/> Reserve and charge camera battery <input type="checkbox"/> Charge A/V equipment <input type="checkbox"/> Check OCTA van for gas and cleanliness <input type="checkbox"/> Check table clothes for cleanliness	

Post-Event Checks	<ul style="list-style-type: none">❑ Event update to Adam Raley for CEO comments❑ Survey or Evaluation forms/feedback❑ Thank You❑ Notes for future recommendations❑ Statistics for metrics, photos, blurbs/recap	
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