**Alumni Event Programming Checklist**

* **Decide on an event** *(Ideas Section)*
* **Choose an event chair** **& appoint a committee**
* **Establish an Event Timeline** *(Timeline Section)*
* **Research venue possibilities** *(Venue Section)*
* **Plan a budget** *(Budget Section)*
* **Choose a venue**
* **Send a "Save the Date" email to target audience**
* **Make a list of possible speakers** *(If applicable)*
* **Secure contracts**
* **Visit the venue**
* **Decide on a speaker/panelists**
* **Complete Dartmouth Speaker Request Form online if College Speaker requested (**[**http://alumni.dartmouth.edu/volunteer/speakerform**](http://alumni.dartmouth.edu/volunteer/speakerform)**)**
* **Request speaker bio, photo and marketing materials**
* **Send speaker information on logistics, audience profile, helpful hints**
* **Send invites**
* **Advertise** *(Email, Newsletters, Facebook, Website, Twitter)*
* **Track RSVPs**
* **Secure necessary supplies** *(name badges, pens, decorations, etc.)*
* **Make venue arrangements** *(Venue & Audio-Visual Sections)*
* **Make catering arrangement** *(Catering Section)*
* **Finalize speaker arrangements** *(Hotel, transportation to and from venue, etc.)*
* **Purchase gift for speaker (if club feels is appropriate)**
* **Send out a reminder email**
* **Confirm orders with caterers/vendors**
* **Confirm final numbers**
* **Print name badges** *(Name Badge Section)*
* **Write up event for club website and Dartmouth Alumni Relations**
* **Send Alumni Relations list of attendess if College speaker involved** *(name, class)*
* **Write thank you notes**
* **Enter event into the Club/Group Annual Report form online**