

# Reception Checklist

## FROM 3 TO 6 MONTHS OUT:

- ✓ Pick Date/Time: Have a few options in mind. Check calendar to avoid conflicting dates.
- ✓ Head Count: Have a rough estimate of number of attendees.
- ✓ Determine Budget: How much money is available for this event.
- ✓ Determine who speakers may be and their availability, if applicable.
- ✓ Reserve the location
- ✓ Contact Catering: to see if they can accommodate date reserved.
- ✓ "Save the Date" cards-send out, if applicable.

## AT LEAST 5 WEEKS BEFORE:

- ✓ Book any entertainment needed.
- ✓ Order any gifts needed for event.
- ✓ Contact Parking Services if any special parking requirements.
- ✓ Contact USAPD if security is necessary.
- ✓ Contact Transportation if shuttle use may be necessary.

## AT LEAST 3 WEEKS BEFORE:

- ✓ Send Invites: If you're asking attendees to RSVP, include a date 1 week prior to event.
- ✓ Facility Walk-thru: Finalize event setup with facility.
- ✓ Check that A/V needs can be accommodated.
- ✓ Order any decorations needed. (ex.