**EVENT PLANNING CHECKLIST  
*(prepare 6-8 weeks prior to event)***

**Event Planning**

1. Select Location – Determine maximum seating requirement
2. Select Workshop Date(s) and Time(s) - (Noon and/or Evening)
3. Confirm Date(s) and Time(s) with Location
4. Place Order with RMG when Confirmed – Advise if limited number of attendees
5. Review Event Checklist

**EVENT CHECKLIST  
*(prepare 10 days prior to event)***

**Reservation Table**

* Small table outside door to meeting room
* Registration sign-in sheet
* Highlighter & pens
* Folders with pen
* Tabletop sign

**General Supplies**

* Go Bag for all supplies
* Clipboards
* Pens/highlighter/post-it-notes/paper clips/scotch tape/tablet/duct tape
* Business cards
* Calendar of upcoming events
* Room signs w/arrows
* Easel, calendar with available appointment dates/times on yellow sticky notes

**Presenter Needs**

* Flip Chart/Markers/Extra Paper Pad or Easel
* Stool
* Small table for projector

**Electronics Needs**

* Projector
* Black bag w/computer/cords/charger/cable connections
* HDMI Cable
* Laser Pointer with Batteries
* USB/Zip Drive w/Backup Presentation File loaded
* Electric Cord/Power Strip
* Screen
* Microphone / Speakers (*optional*)

**Miscellaneous**

* Water / Cookies / Mints
* Books and/or other items to give out