

# SAMPLE TASK ASSIGNMENT LIST

<i>Event Title &amp; Date:</i>		
<b>Logistics</b>	<b>Staff Assignment</b>	<b>Completion Date</b>
Prepare projected event budget and submit for approvals		
Determine catering needs & place order(s)		
Catering, rentals, lighting, AV site visits		
Reserve equipment		
Finalize menu selections		
Finalize catering order numbers		
Order any gifts for speaker and/or attendees		
Check with photographer for availability		
Secure volunteers and/or student ambassadors		
<b>Program &amp; Speaker(s)</b>	<b>Staff Assignment</b>	<b>Completion Date</b>
Finalize speakers for event		
Contact speaker to discuss event – equipment needs, style of lecture, etc.		
Send draft scenario with suggested bullet points and send to VIPs for review		
Contact VIP offices to work on desired speaking points – they may request assistance with content		
Send final scenario and guest list to relevant volunteers and staff		
Submit final event scenario, current guest list, table seating assignments and seating diagram to VIPs		
Finalize presentation and load presentation on laptop/flash drive		
Send any updates to relevant volunteers and staff		
<b>Printed Materials &amp; Mailings</b>	<b>Staff Assignment</b>	<b>Completion Date</b>
Determine # of projected guests, invite groups and any research requests that may be necessary to create guest list		
Create invitation lists – contact VIP offices for any additional invitees they would like to include		
Create invitations and send to appropriate staff for review and approval		
Obtain a quote from printing company		
Finalize invite lists		
Send invitations to printer		
Stuff invitations, seal and stamp		
Send out invitations		
Update RSVP list and cross reference name spellings with invite list		
E-mail or call those invitees who have not responded		

Submit Guest list, final table guests with bio information and seating diagram to VIP's		
Copy handouts		
Finalize guest list and send to VIPs for review		
Prepare packets		
Finalize seating chart		
Send reminder email to attendees/call RSVP list		
Handle any last minute RSVPs		
Inform Security of number/type of guests and attendees, including media		
<b>Day-of Logistics</b>	Staff Assignment	Completion Date
<b>Supplies &amp; Materials</b>		
Reserved signs		
Talking points		
Guest List - Alphabetical by last name and another list by table #		
Table diagram		
Event scenario		
Nametags		
Programs		
Staffing flow		
Event supplies		
Backup computer		
Presentation		
Foam trays for nametags		
Gift/Favors		
<b>Event Flow</b>		
On-site Management - catering, AV, rentals, etc.		
Registration & guest Relations		
Program & speakers		
Clean-up		