
EVENT CHECKLIST & ASSESSMENT

Event/Program Checklist

Name of Event: _____

When: _____

Where: _____

Contact Event Planning for
Reservations

- Rooms in MSUB
- Rooms in Javelina Dining
Hall
- University Blvd.
- Pavilion
- Courtyard
- Tech Equipment
- Tables
- Chairs
- Room Setup

Find quotes/Research for prices on
vendors

Call vendor

Vendor Contract

Call Aramark for catering

Request assistance from members

)

5-Excellent; 4- Good; 3- Average; 2- Fair; 1- Poor

If the event was a collaboration, how successful was the event? 1 2 3 4 5

How successful was the attendance? 1 2 3 4 5

All things considered, how successful was the event (your personal view)? 1 2 3 4 5

(

) Describe a challenge you foresaw and your methods to overcome it.

What was the most successful part of the event?

What