

Event Checklist Final

NUM+✓	TASK	RESPONSIBILITY	TIMEFR	NOTES	LARGE EVENT
NOTE: Items in blue font and marked in column G are for large events					
	PRE-PLANNING				
1	Assign chair (and co-chair depending on the size of the event), and liaison if needed.	Ops Committee	T-150		
2	Select date	Ops Committee	T-150		
3	<u>Select location:</u> Confirm sufficient seating for anticipated attendees If Card Party: confirm separate tables for playing and lunch Confirm availability of extra tables with areas to set up sponsor tables, Chinese Auction tables, name tags Confirm price to chapter includes valet parking, tips, snacks, coffee throughout event	Chair	T-150		
4	Reserve date with Lifestyle Director	Mindy	T-150	Required even if event takes place at an outside venue	
5	If outside venue, meet with Venue Director to obtain contract, deposit amount	Chair	T-150		
6	Develop budget form - determine event price, upcharge amount for non-members; send to Region	Chair	T-150	https://www.thepapcorps.org/wp-content/uploads/Event-Form-Budget-Template-Chapters-Current-5.pdf	
7	Have any contracts approved by Pap along with funding request	Chair	T-150	https://www.thepapcorps.org/wp-content/uploads/Funding-Request-Form-Fillable-Current-3.pdf	
8	Create and send save the date flyer with basic info to Pap members and community	Chair, Comms team	T-120	See Communications policy set forth on 6/19/26	
9	Request QR code and link for online registration to Cheryl Ferrazza - specifically request shortened link Top portion of event flyer is needed for this	TBD	T-90	cheryl@thepapcorps.org	
	PLANNING				
10	Set first committee meeting date, send email to members asking for volunteers	Chair	T-90		

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11	Identify who will receive attendee checks - usually at least 2 homes	Chair	T-90	Checks are turned over to Finance Lead	
12	Designate Finance Lead to retain/track all checks received/seating requests on Event Spreadsheet	Chair	T-90		
13	Decide close date for attendance; determine if non-members can attend only after a certain date	Chair	T-90	close date is usually 2 weeks before event date	
14	Create a marketing/communications plan for the event - include dates for emails/flyers to be sent and the numerous distribution vehicles	Chair/ Comms Team	T-90	See Communications policy set forth on 6/19/26	
15	Create/send event flyer - include link for online registration and QR code. Make sure they say: Payments are transferable, not refundable.	Comms Team	T-90		
16	Obtain approval from Lifestyle Director to place flyer in Information Center in Clubhouse	Chair/ Mindy/ Deena	T-90		
17	Make copies and place in Information Center	Chair	T-90	UPS at The Fountains Shopping Center, no code needed - provide our chapter name Obtain how many copies made and how many copies the chapter has left	
18	Inform Treasurer how many copies were made and how many the chapter has left	Chair	T-90		
19	Set up committee meeting dates up until event	Chair	T-90		
20	Contact Region and ask for SWAG (Stuff We All Get) to give out; follow-up as needed	Designated SWAG person	T-60	Region may have pads, pens, chap stick, mini purses	
21	Locate large Pap banner to be displayed at event	Chair	T-60	Banner is with Mindy 7/26	
22	Determine need for additional supplies, decide when to order	Chair, Event VP	T-45		

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23	Obtain thank-you notes from the chapter secretary	TBD	T-45	Will be sent to sponsors, raffle donors, volunteers who went above and beyond following the event	
24	Plan/make centerpieces	TBD	T-30	Location TBD	X
25	Assign volunteer (s) from the committee to take photos	Chair	T-21		
26	Request floor plan from venue and ask if they have table numbers	Chair	T-21		X
27	Meet with venue coordinator for final instructions, preparations, and trouble shooting	Chair	T-14		
28	Assign volunteers for day of event, i.e.: welcome table, raffle sellers, raffle runners, 50-50 sales, hostesses , place SWAG on tables, place raffle listings on tables	Chair	T-14		
29	Using Event Spreadsheet, assign card table and lunch table number to each attendee when applicable	Finance Lead, Chair, Others	T-10		X
30	Prepare event timeline, podium book, and opening speech (thank sponsors, volunteers)	Chair	T-7		
31	Create name tags with card and lunch table numbers, food selection if appropriate	TBD	T-7		X
32	Prepare and make copies - 3 sets of table listings, each set to contain an alpha listing and listing by lunch table number	TBD	T-7	UPS at The Fountains Shopping Center CODE: xxxx Obtain how many copies made and how many copies the chapter has left	X
33	Send driving directions to venue on Pirex	Chair	T-7		

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34		Make cards for name tag table...A-F, G-L, M-R, S-Z	TBD	T-7		X
35		Make poster for sponsor names	TBD	T-7		
36		Purchase breakfast items if venue or sponsor not supplying (or insufficient)	TBD	T-1		X

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	FINANCIALS				
37	Keep checks no more than a month from receipt before depositing	TBD	On-going		
38	Create Event Spreadsheet to capture attendee information: Name, check amount, table request (if tables are being assigned), food choice if applicable, e-mail address, phone, any other info necessary	Finance Lead	T-90	Update throughout reservation period	
39	Submit Deposit Summaries to designated chapter Assistant Treasurer	Finance Lead	TBD	Dependent on # 57 above	
40	Pap Corp credit card users: MUST keep and submit receipts and forms to Treasurer KEEP COPIES OF ALL RECEIPTS	Committee Members	On-going	No one is to use their own credit card for purchases	
41	Submit request for final payment to venue and other payments (i.e.: entertainer, musician, raffle seed money, tips) Checks are to be sent to event chair	Chair	T-14	https://www.thepapcorps.org/wp-content/uploads/Funding-Request-Form-Fillable-Current-3.pdf	X
42	Obtain cash to be used for tips, seed money for raffle sales	Chair	T-5		
	DAY OF EVENT				
43	Bring to venue: raffles, baskets for raffles, raffle bags, extra labels and raffle bags, 50-50 glass bowl, raffle tickets, name tags, cards for name tag table, attendee lists, Pap banner, pens/pencils/tape, SWAG, centerpieces, breakfast items	Volunteers	Day of event		
44	Set up raffle tables with raffles and gift bags for tickets	Volunteers	Day of event		
45	Set up tables for name tags	Volunteers	Day of event		
46	Place SWAG at each place setting	Volunteers	Day of event		
	GENERAL				
47	Report progress at each board meeting	Chair	On-going		
48	Each team lead reports progress of their assignment at each committee meeting	Team Leads	On-going		
49	Retain copies of each flyer, contract, all other event documentation	Chair	On-going		

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	POST EVENT				
50	Post thank you for the community's support everywhere	Chair	T+1		
51	Send thank you notes to all sponsors, raffle donors and volunteers who went above and beyond	All	T+2		
52	Send certificate of appreciation to the venue	Chair	T+2		
53	Meet with planning team to discuss what worked, what didn't, what we learned, ideas for next time	All	T+5		

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RAFFLES					
54	Assign Raffle Tracker to keep a record of all raffles and create master list for day of event	Chair	T-90		X
55	Assign volunteer(s) to store and wrap raffles	Chair	T-90		X
56	Create Sponsorship and Raffle request letters for distribution	VP Fundraising/ Chair	T-90	https://www.thepapcorps.org/wp-content/uploads/sample-letter-for-sponsorship-outreach-6.doc	X
57	Solicit sponsors and raffles	All	On-going	\$250 and above may have sponsor table at event	X
58	Decide last day for raffle collection - suggest two weeks prior to event	Chair	T-45		X
59	Locate raffle ticket baskets	TBD	T-45	Cheryl Rubin has 7/26	X
60	Purchase raffle tickets if chapter's supply is insufficient	TBD	T-45	Nini Kurtzman or Cheryl Rubin 7/26	X
61	Create master list of raffles for distribution at lunch tables and at table where raffles are sold; make sufficient copies for 2/lunch table plus extras for raffle table	Raffle Tracker	T-10	UPS at The Fountains Shopping Center CODE: xxxx Obtain how many copies made and how many copies the chapter has left	X
62	Purchase small gift bags for raffle tickets if chapter's supply is insufficient	TBD	T-10	See Mindy first 7/26	X
63	Create tags for raffle gift bags, and attach	TBD	T-10		X
64	Locate large glass bowl for 50-50 ticket sales, label bowl 50-50	TBD	T-10		X
65	Cut up Chinese Auction raffle tickets into sets	TBD	T-7	In the past, have sold 11 tickets for \$10	X
66	Make labels for "Chinese Auction" ticket bags and attach	TBD	T-7		X
67	Make poster for raffle sales explaining how they work	TBD	T-7		X
68	Make poster with very clear instructions for Chinese Auction	TBD	T-7	Do not have a bowl in front of Chinese Auction ticket sales	X
69	Train raffle sellers	TBD	T-3		X