

PCC Event Planning Checklist

Budget Planning Checklist

The following should be taken into account when planning a PCC event:

1. Facilities/Equipment

- ☐ Meeting/reception room rental
- ☐ Overnight accommodations
- Rental of:
 - ☐ Chairs
 - ☐ Tables
 - ☐ Props *
 - ☐ Lectern
 - ☐ Tent *
 - ☐ Canopy *
 - ☐ Lighting
- ☐ Extra help
- ☐ Coat checkroom
- ☐ Electrical/telephone hookups
- ☐ Set-up charges
- ☐ Flooring/carpeting Risers

2. Food Service

- ☐ Number of people to be served
- Cost per person for:
 - ☐ Luncheon
 - ☐ Dinner
 - ☐ Afternoon break
 - ☐ Other beverages
 - ☐ Table linen
 - ☐ Gratuities

3. Decorations

- ☐ Flowers
- ☐ Table decorations
- ☐ Extra plants
- ☐ Corsages
- ☐ Directional signs
- ☐ Balloons
- ☐ Ribbon

4. Design & Printing & Web Content

- ☐ Save the Date
- ☐ Invitations
- ☐ Programs
- ☐ Promotional flyers
- ☐ Posters/Tickets/Maps
- ☐ Name tags
- ☐ Registration packets
- ☐ Publicity Materials
- ☐ Email distribution
- ☐ Web flyer, feature

5. Postage/Shipping

- ☐ Invitation & reply card postage
- ☐ Bulk mailing of promotional materials
- ☐ Mailing house charges
- ☐ Shipping

6. Recognition items

- ☐ Awards/Plaques
- ☐ Engraving/Calligraphy

7. Miscellaneous

- ☐ VIP travel/expenses
- ☐ Honoraria
- ☐ Gifts
- ☐ Mementos
- ☐ Extra help
- ☐ Security
- ☐ Insurance
- ☐ First-aid station

8. Transportation

- ☐ Buses
- ☐ Vans
- ☐ Parking
- ☐ Valets

9. Entertainment

- ☐ Fees
- ☐ Additional equipment
- ☐ Promoter fees
- ☐ Contract

* not available from PCC



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10. Accommodations

- ☐ Closed captioning
- ☐ Decoder
- ☐ Ramps
- ☐ Signage

11. Publicity

- ☐ Advertising
- ☐ Photographer
- ☐ Printed photos
- ☐ Online Master Calendar
- ☐ Web feature
- ☐ Web flyer
- ☐ Email flyer
- ☐ Web content
- ☐ Duplicating
- ☐ Mailing
- ☐ Hospitality for press room equipment
- ☐ Banners

12. Audio-Visual Equipment

- ☐ Slide/film projectors
- ☐ Screens
- ☐ Extension cords
- ☐ Microphones
- ☐ Speaker system
- ☐ VCRs & monitors
- ☐ Overhead projectors
- ☐ Flip charts
- ☐ Technician/operator service

13. Office Expenses

- ☐ Staff time
- ☐ Overtime
- ☐ Additional staff
- ☐ Phones
- ☐ Duplicating
- ☐ Supplies (pens, paper)
- ☐ Complimentary tickets
- ☐ Staff accommodations
- ☐ Staff travel/expenses

* not available from PCC