

Pre-Planning Events Checklist

***For assistance with preparations the day-of the event, view the Day of the Event Checklist.**

yavapaires = yavapaires@cals.arizona.edu

Name of Event: _____ Faculty/Staff Host: _____

Date of Event: _____ Times of Event: _____

COST

- Will there be a cost to attend this event? ___Yes ___No If NO, skip to the next question.
 - If yes, speak with Karen first, then email your admin team and yavapaires.
 - Cost of attendance \$ _____
- Will any items be sold at this event? ___Yes ___No If NO, skip the next question.
 - If yes, speak with Karen first, then email your admin team and yavapaires.
 - Cost of items sold at event \$ _____ Item(s): _____
- What forms of payment will be accepted? ___Cash ___Check ___CC Card (Visa/MC/Discover)
- Which account will be used for income, expenses, and copies? Acct# _____ Sub-Acct# _____
- Guest Speakers ___Yes ___No Expense Reimbursement ___Honorarium - How much? _____

LOCATION/EQUIPMENT RENTALS

- Where is the location of the event? _____
- Is there a contract or application associated with the facility rental? ___Yes ___No
 - If yes, email the contract/application to yavapaires@cals.arizona.edu. Allow 3 weeks for processing.
- Is there a Certificate of Insurance needed for this event? ___Yes ___No If YES, email your admin team.
- Will equipment items be borrowed? ___Yes ___No If YES, email your admin team.
- Will you need to borrow the change fund to make change? ___Yes ___No If YES, email your admin team.
- Will you be using the fridge or dishwasher? (*Prescott only*) ___Both ___Fridge ___Dishwasher ___Neither

REGISTRATION

PRE-REGISTRATION: Will there be pre-registration? ___Yes ___No If NO, skip to the **WALK-INS** section.

- Will registration be conducted by phone, email, or Eventbrite? ___Phone ___Email ___Eventbrite
 - If by phone and/or email, will registrations be tracked in BOX? ___Yes ___No
 - Notify the admin staff what information needs to be collected.
 - If you need Yavapai admin assistance, registrations need to be sent to yavapaires.
 - If by Eventbrite, do you need assistance setting up the event? ___Yes ___No If yes, email yavapaires.
- Is there a deadline for registering? ___Yes ___No If YES, what date? _____
- How many individuals can attend this event? _____
- Is there a wait list for this event? ___Yes ___No If YES, how many individuals can be on the list? _____

WALK-INS: Will walk-in registrations be accepted? ___Yes ___No If YES, email your admin team for sign-in sheets.

EVENT MATERIALS

- Are there materials/handouts for this event? ___Yes ___No
 - If yes, do you need assistance making materials accessible to attendees? ___Yes ___No
 - List of materials: _____
- Will there be a survey for attendees? ___Yes ___No If yes, what format? ___online ___paper
 - If yes, do you need assistance creating the survey(s)? ___Yes ___No
 - If yes, which ones? ___Pre-event ___Post-event

LUNCH

- Will lunch be provided? ___Yes ___No If NO, skip this section.
- Who is paying for the lunch? _____ Acct# _____
- Who is responsible for ordering lunch? _____
- Vendor Name: _____ Delivery? ___Yes ___No

CONTINUED...

MARKETING

- Will a press release be sent out? ___ Yes ___ No If NO, skip this section.
 - If yes, complete the form and send to your admin staff and to yavapaipres.
 - To post your event on the website, copy Mary Barnes on the admin press release email.
- Distribution: ___ Website ___ Media outlets ___ Tuesday AM Notes ___ Facebook ___ Rancher dist. lists
 ___ Comm. Hort./Small Acreage dist. list ___ County 4-H dist. list ___ County MG dist. list
 ___ Yavapai event dist. list

MULTIMEDIA USE

- Will photos be taken at the event? ___ Yes ___ No If YES, take the Multimedia Release group sign.
- Will the event be recorded? ___ Yes ___ No
 - If yes, will youth participant faces shown? ___ Yes ___ No If yes, a release form must be completed.
 - Will the recording be uploaded to YouTube? ___ Yes ___ No If yes, steps are available in BOX.

FOR ADMIN USE ONLY

| |
|---|
| Press release sent out to methods checked above |
| IF APPLICABLE |
| Cost recovery calculations complete |
| Create spreadsheet in BOX for registrations |
| Create registration form (see templates in BOX) |
| Eventbrite set-up complete |
| Contact Contracting for facility rental |
| Sign-out equipment and supplies |
| "Temporary Chain of Custody" form completed |

***Admin Notes**

1. The registration form, spreadsheet, and email templates are available in BOX.
2. Instructions to set-up an Eventbrite event are available in BOX.
3. If the event is free, a registration form does not need to be created. Instead, registrations can be directly added into the spreadsheet.
4. If registrations are being done through Eventbrite, a spreadsheet does not need to be created. Reports of registrants can be downloaded from the event's web page on Eventbrite.