

Task	Person Responsible	Due Date	Done
3–4 months prior to event			
Determine budget			
Select and reserve venue			
Set date and time of event			
Request alumni data from SAS			
Book caterer if necessary			
Determine cost per attendee if applicable			
2–3 months prior to event			
Create event write-up and send to SAS alumni director for inclusion on SAS website			
Email a “Save the Date” to alumni directly			
Meet with venue/caterer to discuss menu			
Locate nearby parking/public transportation to include in invitation details			
Select a speaker if necessary			
1 month prior to event			
Confirm A/V requirements with venue			
Assign an event photographer			
Draft talking points for speaker if necessary			
Follow up with vendors to confirm details			
Create event signage			
Send email invites to alumni and collect RSVPs			
2 weeks prior to event			
Review roles for day of event			
Buy nametags/Sharpies			
Discuss event set up with venue/caterer			
1 week prior to event			
Send venue/caterer final number of attendees			
Reconfirm all arrangements with venue/caterer			
2–3 days prior to event			
Send email reminder to attendees			
Day of event			
Arrive 30–60 minutes early at venue			
Post up event signage if necessary			
Set up registration table			
Check A/V equipment is set up and working properly			
Post-event			
Send thank you emails to attendees and speaker			
Email event photos and a short write up to SAS alumni director			
Send updated contact details of attendees to SAS alumni director so database can be kept up-to-date			