



Event Checklist

Plan the ultimate event at your community. Use this checklist below to ensure you cover all your bases.

Event Name: _____

Location: _____ Date: ____-____-____ Time: ____:____ AM/PM

Budget: _____

INVITATION

- Create Invitation (Electronic/Print)
 - ☐ Create invitation as a jpg for email and FB
 - ☐ Request prints: Full pages for community posting. QTY: ____ . 1/4 pages for residents. QTY: ____

ONLINE PROMOTION

• Email:

- ☐ 2 weeks out: _____
- ☐ 1 week out: _____
- ☐ 1 day out: _____

• Facebook:

- ☐ Event Created
- ☐ Hashtag # _____

Posts:

- ☐ 2 weeks out: _____
- ☐ 1 week out: _____
- ☐ Daily until the event
- ☐ 2-4 times day of event

• Twitter:

- ☐ Tweeted
- ☐ Hashtag # _____

Posts:

- ☐ 2 weeks out: _____
- ☐ 1 week out: _____
- ☐ Daily until the event
- ☐ 2-4 times day of event

• Instagram:

- ☐ Photo of Invitation Posted
- ☐ Hashtag # _____

Posts:

- ☐ 2 weeks out: _____
- ☐ 1 week out: _____
- ☐ Daily until the event
- ☐ 2-4 times day of event



Event Checklist

COMMUNITY PROMOTION

Post Your Invitation 1 Week Prior in the:

- ☐ Leasing Office
- ☐ Resident Lounge
- ☐ Fitness Center
- ☐ Elevator
- ☐ Garage Entrance
- ☐ Pet Park
- ☐ Doorways
- ☐ On Doors (2 days out)

PRE EVENT

• Physical Set-Up in Designated Area

Point Person: _____

Theme: _____

• Food & Beverages

Point Person: _____

Sponsored by: _____

Catered By: _____

Phone: _____

• Paper Goods

Point Person: _____

☐ Plates ☐ Napkins

☐ Cups ☐ Utensils

• Music

Point Person: _____

☐ Playlist created ☐ Speakers

☐ iPod/iPad ☐ Live music by:

• Decorations

Point Person: _____

Sponsored by: _____

☐ Tape/Scissors ☐ Table Cloths

☐ Table Settings ☐ Hanging Decor

☐ Wall Decor ☐ Lighting ☐ Name Tags

☐ Hashtag of Event Displayed

☐ Other: _____

• Games

Point Person: _____

☐ Hosted by: _____

☐ Game: _____

• Promotional Items/Swag

Point Person: _____

Provided by: _____

(Sponsor/Community)

• Trash Receptacles

Point Person: _____

☐ Disposable

☐ Recyclable



Event Checklist

RUN THRU

☐ Equipment Working ☐ Music ☐ Games

☐ Positions/Review of Staff Roles:

☐ Designated Greeter(s): _____

☐ Designated Photographer(s): _____

☐ Take pics, upload to SM live (FB, Instagram)

☐ Tweet Live

☐ Other: _____

☐ Other: _____

☐ Other: _____

POST EVENT

• Clean Up

Point Person: _____

☐ Trash

☐ Dishes/Food

☐ Sweep/Mop

☐ Decorations (Pack UP)

☐ Restore Area to Original State

• Thank You

Point Person(s): _____

☐ Facebook: Same day or next

☐ Instagram: Same day or next

☐ Twitter: Same day or next

☐ Property Solutions: Same day or next

☐ Community Board: Display Pics

☐ Community TV: Stream FB Feed,
Instagram Feed