

# EVENT COORDINATOR'S CHECKLIST

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EVENT:

DATE:

COORDINATOR (S):

BOARD CONTACT:

PHONE:

email:

**1. Locate and confirm site for event:** \_\_\_\_\_

- a. Site phone # \_\_\_\_\_
- b. Contact person: \_\_\_\_\_
- c. Get/sign contract for site: \_\_\_\_\_
- d. Coordinate any insurance requirements with Club Vice President: \_\_\_\_\_

**2. Develop Budget:**

- a. Site rental: \$ \_\_\_\_\_
  - b. Equipment \_\_\_\_\_
  - c. Catering \_\_\_\_\_ # of attendees projected: \_\_\_\_\_
  - d. Insurance \_\_\_\_\_
  - e. Other
    - 1. \_\_\_\_\_
    - 2. \_\_\_\_\_
    - 3. \_\_\_\_\_
    - 4. \_\_\_\_\_
- Total: \$ \_\_\_\_\_ Cost per attendee: \_\_\_\_\_

Note: If you incur any expenses, retain receipts and note them on an expense sheet for the club treasurer. All expenses will be reimbursed.

**Reservations:** If reservations are necessary for the event

Person taking reservations: \_\_\_\_\_

Deadline for Reservations: \_\_\_\_\_

Refund Policy:

Full refund before date: \_\_\_\_\_

No/partial refund date: \_\_\_\_\_

If reservations require funds to be sent to confirm, have checks made out to RMC BMW CCA. Give checks to club treasurer for deposit. The fees for attending the event for the coordinator and one guest will be paid by the chapter. (NOTE: IF ANY CHECKS ARE NOT DEPOSITIED, EITHER RETURN THE CHECK TO THE MAKER OR CONTACT THE MAKER TO DETERMINE DISPOSITION)

**3. Catering:** Confirm menu and cost with Board. Caterer:

Contact:

Phone:

Contract Signed:

Menu:

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**4. Event Advertising:**

- a. Two months prior to event (Month of: \_\_\_\_\_) make sure there is a notice in Motor Sport Report (MSR)
- b. One-month prior (\_\_\_\_\_): MSR article about event. Insure enough time to collect reservations based on reservation deadline. This may push the article about event to an earlier issue of MSR.
- c. Make sure advertising has accurate dates, times, map to event if needed, address, phone numbers, web site address, etc.

**5. Board Briefings.**

- \_\_\_\_\_ a. Two months prior status report.
- \_\_\_\_\_ b. One month prior status report

**6. Event month**

- \_\_\_\_\_ a. Coordinate with MSR editor for photos and article of event.
- \_\_\_\_\_ b. Confirm details with site: date, time, setup (tables chairs, etc.)
- \_\_\_\_\_ c. Confirm details with caterer.
- \_\_\_\_\_ d. Confirm any other details with applicable persons (helpers if needed)
- \_\_\_\_\_ e. Confirm someone will at event to sign checks for expenses.
- \_\_\_\_\_ f. Confirm name badges available if applicable.

**7. Post Event**

- \_\_\_\_\_ a. Article for MSR
- \_\_\_\_\_ b. Final Financials: All checks, funds, receipts, expenses turned in to the club treasurer.
- \_\_\_\_\_ c. Brief Board on results/recommendations

**Miscellaneous:**

Weather: will the event be impacted by weather? If so, is there a back up plan or will event be cancelled.

Take notes during event preparation that could help next event coordinator and pass on to board.

**Event Expenses for Reimbursement**

<u>Date</u>	<u>Expense Description</u>	<u>Amount</u>

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (    )

e-mail address: