



Northern Lights Council

Event Planning & Promotion

Event Name _____

Date of Event _____ **District** _____

<u>Checklist Items</u>		<u>Backdating</u> <u>Date</u>	<u>Person Responsible</u>
<input type="checkbox"/> Date is posted on council website	-365	_____	_____
<input type="checkbox"/> Location & facilities are secured	-240	_____	_____
<input type="checkbox"/> Volunteer chairperson has been recruited	-240	_____	_____
<input type="checkbox"/> Approved Budget reviewed with volunteer chair	-210	_____	_____
<input type="checkbox"/> Agenda or Program schedule developed	-180	_____	_____
<input type="checkbox"/> Council Equipment needs identified & requested	-150	_____	_____
<input type="checkbox"/> Website online registration set up	-120	_____	_____
<input type="checkbox"/> Information flyer created	-120	_____	_____
<input type="checkbox"/> Flyer distributed to support staff	-120	_____	_____
<input type="checkbox"/> Program supplies and patches ordered	-90	_____	_____
<input type="checkbox"/> Promotion on district website	-60	_____	_____
<input type="checkbox"/> Promotion at Roundtable	-45	_____	_____
<input type="checkbox"/> PO's and Petty Cash request submitted	-45	_____	_____
<input type="checkbox"/> Reminder emails sent	-30	_____	_____
<input type="checkbox"/> Confirm Volunteer chairperson is ready	-10	_____	_____
<input type="checkbox"/> Check in supplies assembled	-5	_____	_____
<input type="checkbox"/> Day of the Event (registration & check in)	0	_____	_____
<input type="checkbox"/> Council Equipment cleaned & returned	+5	_____	_____
<input type="checkbox"/> Thank You notes sent	+5	_____	_____
<input type="checkbox"/> All check requests and final budget submitted	+30	_____	_____