

This form must be completed by the Event Owner and posted to google drive for approval by the ICLF Events Committee 30->90 days prior to the event. It must be posted to google drive for review by the ICLF Events Committee 30 days after the event. The ICLF Events Committee meets weekly on Thursdays at 3pm. Contact the ICLF Operations Director to be added to the agenda 7 days in advance. Owner: ICLF Operations Director, ICLF President of the Board. Rev: Dec 2023

| **Task** | **Information** | **Complete Y/N** | **By Who** |
| --- | --- | --- | --- |
| **Event Request Tasks** |  |  |  |
| Event/ Program Official Name |  |  |  |
| Event/Program Date, Time, and Location |  |  |  |
| Pricing Set & tickets made |  |  |  |
| Event/Program Coordinator |  |  |  |
| Board Liaison |  |  |  |
| Staff Liaison |  |  |  |
| VIP List Requested |  |  |  |
| Budget form completed and approved |  |  |  |
| Event On Google Calendar |  |  |  |
| Library Open/Library Tour requested |  |  |  |
| ICLF Run or Co-sponsored |  |  |  |
|  |  |  |  |
| **Speaker/Facility Agreement** |  |  |  |
| Contracts sent |  |  |  |
| Handouts to Printer |  |  |  |
| Presentation material received/secured |  |  |  |
| Housing Reservations |  |  |  |
| Transportation Arrangements |  |  |  |
| Speaker meals |  |  |  |
| Gift bag for vip |  |  |  |

| **Publicity/ Marketing** |  |  |  |
| --- | --- | --- | --- |
| Blurb for website created |  |  |  |
| Website updated |  |  |  |
| Poster/Flyers created & sent |  |  |  |
| Press Release written |  |  |  |
| Images Selected |  |  |  |
| Eblasts scheduled |  |  |  |
| Interviews with Media/ live media |  |  |  |
|  |  |  |  |
| **Facility Setup Forms** |  |  |  |
| Facility Set Up form sent to Event Staff |  |  |  |
| Secure staff |  |  |  |
| Food and Bar details finalized (min amount of tickets sold for bartender) |  |  |  |
| Pre Cleaning of Space Scheduled |  |  |  |
| Post Cleaning of Space Scheduled |  |  |  |
| AV Tech Needs Requested |  |  |  |
| Special Parking Need Requested |  |  |  |
|  |  |  |  |
| **Registration Needs & Forms** |  |  |  |
| Name tags/placard made |  |  |  |
| Cash box (s)/ POS prepared |  |  |  |
| Final Registration List printed |  |  |  |

| **Collateral/Handouts/ Sales Items** |  |  |  |
| --- | --- | --- | --- |
| Handouts & Packets Printed |  |  |  |
| Supplies ordered |  |  |  |
| Evaluation Forms Created |  |  |  |
| Specialty merch approved and ordered |  |  |  |
| Specialty signs made for merch |  |  |  |
| POS updated with sale items |  |  |  |
|  |  |  |  |
| **Food/Drink/Snacks** |  |  |  |
| Caterer Booked |  |  |  |
| Non alcoholic beverages secured |  |  |  |
| Final Orders Placed |  |  |  |
| Table Cloths |  |  |  |
| Supplies secured (cups, napkins etc) |  |  |  |
|  |  |  |  |
| **Volunteers** |  |  |  |
| Secure volunteers and assign duties |  |  |  |
| Call for Volunteers Request Sent |  |  |  |
| Volunteer Instructions sent out |  |  |  |
|  |  |  |  |
| **Event Review & Forms** |  |  |  |
| Money accounted for and deposited |  |  |  |
| Survey Sent Out |  |  |  |
| Review Meeting Held |  |  |  |
| Event Review Form Submitted |  |  |  |