

ABCs of Event Planning

Trigger words to help you remember the details you always forget or never knew to remember!

Accessibility	Flags	Music	Sound technician
Adapter (HDMI/VGA)	Flash drives	Name badge	Speaking program
Allergies/food restrictions	Flights	Natural light	Special requests
Assigned seating	Floor plan	Offering	Sponsors
Attendee list	Flow	Over-flow room	Sponsorship
Attire	Flowers	Panel	Staff office
Audio visual	Food/refreshments	Parking	Staff plan
A/V tech	Fundraising	Passports	Staging
Awards	Giveaway/gifts	Pen/Pencils	Stakeholder
Backdrop	Gobos	Permits	Stools for panel
Band	Graphic design	Photocopying	Suites
Bar	Gratuity	Photographer	Supply kits
Beverages/water	Green initiatives	Pipe and drape	Survey
Bios	Green room	Plants	Table numbers
Bottled water	Guarantee	Platform schedule	Table tents
Branding opportunities	Guest entrance	Podium	Table cloths
Briefing	Gym	Post-event debrief	Table numbers
Budget	Handicap accessible	PowerPoint	Tables
Business center	Handouts/notes	Power source	Talking points
Catering	Hangers	Pre-event meeting	Teardown
Cell phone chargers	Heaters	Printer	Temperature
Cell phone numbers	Holding rooms	Private room	Tents
Centerpieces	Hospitality	Private space	Thank you letters
Certificate of insurance	Hosts	Production manager	Tickets
Chairs	Hotel attrition	Production schedule	Timeline
Check-in	Hotel cut-off date	Program	To-do list
Childcare	Hotels	Program book	Translator
Clean-up crew	Instagram	Public relations	Transportation
Coat check	Internet access	Quilts (for quilting events)	Travel visas
Coat check tickets	Internet (hardline)	Rain back-up	Twitter
Collateral	Internet password	Recycling	Utensils
Confidence Monitor	Interpreter	Recreational activities	Ushers
Computers	Invitation lists	Registration	Valet Parking
Confirmation emails	Invitations	Registration Table	Vendors
Contact sheet	Jacobson Events	Resources	Venues
Contingency plan	Keynote speaker	Restrooms	Videographers
Contract	Labor	Room Diagram	Videos
Credentialing	Landlines	Room drop	VIPs
Deposit	Lanyards	Rope and stanchion	VIP seating
Directions	Laptop	RSVPs	Volunteer training
Electrical outlets	Legal	Save-the-date	Volunteer sign-in
Emergency services	Lighting	Screens	Volunteers
Entertainment	Lighting tech	Seating chart	Waste baskets
Entrance	Linens	Security	Weather
Equipment	Live Stream	Security name list	Website
Escort cards	Local attractions	Sharpie	Whiteboard
Executive summary	Map	Sign language	Windows
Extension cords	Marketing materials	Signage	Wine selection
Facebook	Media	Site lines	Wireless slide advancer
Facebook Live	Meeting room	Site visit	Xylophone player
First aid kit	Merchandise	Skirting	Yo-yo expert
Final payment	Microphone	Social media	Zebra trainer

Add your own reminders!

Events can be stressful and overwhelming. Jacobson Events helps you make a greater impact by providing relational, affordable, and practical event support. Contact us to get the support you need today!