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| EVENT PLANNING CHECKLIST |

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| **BEFORE** | **DURING** | **AFTER** |
| [ ]  | Set date | [ ]  | Hand out badges | [ ]  | Send thank you for attending email |
| [ ]  | Reserve room / location rental | [ ]  | Manage registration process | [ ]  | Post photos |
| [ ]  | Secure speakers Request [HFMA Officer](https://www.cvent.com/surveys/Welcome.aspx?s=d06c2f62-94f1-48a3-9f83-9c465127d70a)Or [HFMA Staff](https://www.cvent.com/surveys/Welcome.aspx?s=f4b7e39d-c6d3-45a0-bd3a-cbcc4894c15f) | [ ]  | Organize volunteer schedule | [ ]  | Post presentation |
| [ ]  | Speaker bios / objectivesand session description | [ ]  | Manage attendance tracking | [ ]  | Thank the speaker |
| [ ]  | Set up Event Registration in [Cvent](https://www.cvent.com/) | [ ]  | Thank speaker and sponsors (live in front of audience) | [ ]  | Thank the sponsors |
| [ ]  | Begin event promotion | [ ]  | Engage with social media | [ ]  | Publish social media |
| [ ]  | Send event registration email | [ ]  | Send feedback survey to attendees |  |  |
| [ ]  | Email / social media reminders |  |  |  |  |
| [ ]  | Select menu if a full day meeting |  |  |  |  |
| [ ]  | Organize volunteer schedule |  |  |  |  |
| [ ]  | Print badges |  |  |  |  |