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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 / objectives  and 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 |  |  |  |  |