

Pre-Event Checklist for Formal Ceremonies

Pre-Event Preparations and Administration:

	Responsible Party	Date/Initials
Appoint Project Leader and team.		
Build an Agenda and coordinate it with all parties.		
Assign people to all agenda items.		
Gather contact information for all players.		
Schedule and attend pre-event coordination meetings.		
Have sufficient funding on hand to support all activities.		
Prepare for fundraising before/during/after event.		
Engage other organizations early (Cub Scouts, students, Color Guard, buglers, National Anthem singers, choirs, band, etc.)		
Make clear assignments for logistics issues such as chairs, flags, flag stands, sound system, podium, bunting, etc. – prepare a list		
Other (Specify):		

Select and Prepare the Site of the Event:

	Responsible Party	Date/Initials
Select the venue selected for maximum safe public exposure.		
Notify Sheriff's Office/Local Police/Emergency Mgmt. Personnel of the location, time and anticipated turnout.		
Permits obtained?		
Estimate the number of people attending.		
Do an event walk-through		
Review the list of items to be on-site		

and make calls as necessary.		
Other (Specify):		

Prepare and Educate the Public:	Responsible Party	Date/ Initials
Advertise early, often and abundantly.		
Produce artwork and print posters, brochures, and flyers.		
Get the word out to businesses and non-profits.		
Update web pages.		
Involve students and other groups.		
Advertise and incentivize auxiliary events like movie night.		
Partner to have free food.		
Advertise auxiliary events separately.		
Make assignments for work at the cemeteries and memorials.		
Coordinate and error-proof all auxiliary activities.		
Ensure memorials are respectfully maintained.		
Other (Specify):		

On the Day of the Event:	Responsible Party	Date/ Initials
Ensure places of honor are reserved and properly identified for VIPs and Blue and Gold Star family members.		
Ensure all items are in place and respectfully displayed.		
In everything, take the time to stage an engaging, respectful, and inclusive event.		
Other (Specify):		