



808 CIVIC PLAZA, PRINCE GEORGE BRITISH COLUMBIA

T 250.561.7639 F 250.561.7737

[civiccentre@city.pg.bc.ca](mailto:civiccentre@city.pg.bc.ca)

### Event Planner Checklist

Planning ahead can determine whether your event is successful. A few helpful tips can help your PGCC Event Coordinator ensure that you and your delegates will have an exceptional experience.

### Budgeting (usually done 18 – 24 months in advance)

Some items may need to be budgeted for depending on your program and objectives. Below is a list of possible budget items that you may consider:

- \_\_\_\_\_ Audio-Visual Equipment/Labour
- \_\_\_\_\_ Translation Equipment
- \_\_\_\_\_ Electrical/Lighting Special Effects
- \_\_\_\_\_ Entertainment
- \_\_\_\_\_ Speakers
- \_\_\_\_\_ Exhibit and Exhibit Space Rental
- \_\_\_\_\_ Gifts for Speakers
- \_\_\_\_\_ Mailing and Postage Costs
- \_\_\_\_\_ Meeting Room Rental
- \_\_\_\_\_ Meals, Coffee Breaks, Nutrition Breaks
- \_\_\_\_\_ Service Charges/Gratuities
- \_\_\_\_\_ Registration Staffing Costs
- \_\_\_\_\_ Signs and Decorating
- \_\_\_\_\_ Transportation of Delegates
- \_\_\_\_\_ Deposit on Meeting Space
- \_\_\_\_\_ Alcohol (Host or Cash Bar)

### Establishing Your Program (usually 18 – 24 months in advance)

- \_\_\_\_\_ Establish a Committee and a Chairperson
- \_\_\_\_\_ Determine the number of delegates you expect
- \_\_\_\_\_ Develop an Event Objective
- \_\_\_\_\_ Develop a Preliminary Program for the event
- \_\_\_\_\_ Determine Registration Process
- \_\_\_\_\_ Develop spousal and Child Program if applicable & delegate free time
- \_\_\_\_\_ Develop a strategy for welcoming delegates and speakers to the event / conference

### Booking Appropriate Space (usually 18 – 24 months in advance)

- \_\_\_\_\_ Book appropriate spaces at civic centre based on program
- \_\_\_\_\_ Let the facility know the times each of the rooms will be needed
- \_\_\_\_\_ Determine if meals will be in a separate area from the meetings or within the Exhibit area
- \_\_\_\_\_ Book appropriate hotel blocks for delegates
- \_\_\_\_\_ Finalize contracts with Civic Centre and Hotels
- \_\_\_\_\_ Book and confirm speakers and determine their audio visual needs