



Event Logistics Checklist

This event checklist can help you quickly determine whether you have key tasks handled for your event. This is not meant to be a complete guide to planning an event, but rather a list of key logistics pertaining to hosting your Member of Congress and/or the media.

Event Logistics

- **Event timelines developed for the day of the event and for the weeks leading up to the event.**
 - **Permissions / permits / involvement obtained for site of event.** From principal, city officials, etc.
 - **Invitations sent and attendance confirmed.** Funding agencies, local officials, and local business leaders are key guests.
 - **All logistics in place.** Podium for speakers, refreshments, decorations, etc.
 - **All participants know their roles and talking points**
 - **Informational packets prepared for elected official and media**
 - **Photographer and / or videographer designated**
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Member of Congress logistics

- **Scheduler contacted the week before and the day before to confirm the Member's attendance**
 - **Scheduler has contact information (including cell phone) for someone at the event**
 - **List of key individuals for the Member to meet is created.** Each individual prepared with talking points and background information
 - **Member liaison identified, and prepared to:**
 - **Greet Member and make him or her comfortable**
 - **Brief Member on the event and its purpose**
 - **Steer the Member to the individuals you've identified to help talk about your project**
 - **Coordinate with the photographer to take photos of the Member at the event**
 - **Provide an information packet and get contact information for the Member's staff**
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Media Logistics (only if media will attend)

- **Media called the day before the event as a reminder.** Press advisory faxed/emailed again
 - **Spokesperson identified, and prepared with talking points**
 - **Media sign-in table or check-in area available**
 - **Staff person assigned to greet media and steer them to the spokesperson and other leaders**
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Have a great event!