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.

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**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!**