

# Event Check List

## Event Date

Date:

- Conflict with other events checked
- President's Office consulted
- Key players consulted
- Security notified
- Switchboard notified

## Internal Notifications

- Speakers identified
- Speakers confirmed
- Briefing Note to President's Office
- Briefing Note to Public Affairs

## Venue

- Booked

Address  
or Room  
Number

## Equipment Required