



NAOSH Week Event Planning Checklist

OVERALL INFORMATION

Event Name:			
Date:		Alternative Dates:	
Time:		Alternative Times:	
Event Ideas:			
Children's Poster Contest		Safety Calendar	Family Safety Fair / BBQ
Recognition Program		Open House	Lunch'n'learn Training
Newsletter		Bulletin Board Display	Giveaways
Sponsor Community Event		PPE Fashion Show	Safety Treasure Hunt
•		•	•
Location:		Alternate Location (Weather / Activity constraints)	
Goal / Theme:			
Budget:			
Event Description, including anticipated number of attendees:			
Speakers or Special Guests:			
Additional Activities		Media:	
Presentation / Speeches		Community Official Invitations	Press Release
Signing of Charter		Charity Sponsorship	TV
Flag Raising Ceremony		Community Involvement	Radio
Internal Newsletters		Photographer	Newspaper
Event Chair:			
Event Committee:			





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PLAN

PHYSICAL NEEDS

	Yes	No	How Many	Tasked To	Other/Description
1. Will you need tables?					
2. Will you need chairs?					
3. Will you be serving food?					
4. Will you be serving beverages?					
5. Special Dietary Needs?					
6. Audio / Visual equipment needed?					
7. Parking accommodations for guests?					
8. Need Gifts - Internal?					
9. Need Gifts - Speakers / Guests?					
10. Entertainment?					
11. Decorations?					
12. Other					
13.					

2-3 Months Prior:

Enlist Committee		Decide on Additional Activity Involvement	
Budget Approval		Plan Communication (Internal / External)	
Decide on Event		Establish Event Planning Schedule	
Confirm Location		Assign Tasks	

1-2 Months Prior:

Site / Location Visit		Confirm Speakers	
Confirmations with Suppliers		Develop Media release kits	
Prepare Preliminary agenda & Guest List		Prepare & Send Invitations	
Confirm Location		Confirm food / beverage requirements	
Identify on-site responsibilities		Decorations / Theme	
Identify Volunteer requirements			





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1 Week Prior:

Confirm Location Set-Up		Communication Reminders	
Conduct Pre-Event Marketing/Media			

1 Day Prior/Same Day:

Staff/volunteer meeting to review responsibilities		Confirm / monitor pickup / arrival of rental equipment & supplies	
Walkthrough venue & check <ul style="list-style-type: none"> • Location / Room • Food / Beverages • Décor • Set-up • Podium / Speakers area • Give-Aways / Prizes • Entertainment 			

After Event:

Pack and inventory all material		Prepare list for thank you notices	
Financial reconciliation		Collect / Organize data for final event meeting	
Perform post-event performance review			

