

## **ASSIGNING EVENT RESPONSIBILITIES**

The following chart has been instrumental in the planning process at McCormick since it specifies the duties, person/group to which each is assigned, and the due date for each task. Creating a template like this and filling in the relevant details can help make all involved parties aware of their responsibilities for the event.

<b>EVENT RESPONSIBILITIES</b>					
	<b>TASK</b>	<b>ASSIGNED TO</b>	<b>DUE DATE</b>	<b>STATUS</b>	<b>COMMENTS</b>
	Determine event budget				
	Select and invite the speaker				
	Select a date				
	Reserve a room				
	Post event on calendars & PlanIt Purple				
	Develop an invitation list (including special guests)				
	Create and send a save the date				
	Request a bio, photo, title, and abstract from each speaker				
	Develop posters/flyers				
	Create and send invitation				
	Contact McCormick marketing for any PR needs				
	Send the speaker pertinent publicity				
	Confirm AV needs with the speaker				
	Confirm the speaker's cell number				
	Create event brief				
	Send the speaker a parking pass and directions				
	Arrange a gift for the speaker, if necessary				
	Order catering				
	Route contracts				
	Order flowers, if necessary				
	Book a photographer, if necessary				
	Create & print nametags				
	For panel events-Create tent cards for the speakers and VIP guests				
	Prepare remarks for the event host				
	Send event reminder				
	Send the scenario to VIPs				
	Place signs where appropriate				