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**Event Checklist**

**Items on this list are suggestions based on past events but not limited to these items**

**Event Name: Event Date:**

**Contract Signed:**

**Spaces Used:**

**Type Of Service: Buffett / Plated Dinner / Boxed Lunch**

**Expected Attendance:**

**Budget Per Person: Target Expected Cost:**

**Walk Through Date: CBCC Event Staff Meeting Date:**

**Tasting Date:**

**Theme & Colors**

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**AS SOON AS EVENT BOOKS**

**Do you need a 501c? This process can take a year to become approved:** [**https://form1023.org/nonprofit-articles-of-incorporation-501c3-template-sample**](https://form1023.org/nonprofit-articles-of-incorporation-501c3-template-sample)

* **Choose An Event Name: The event name must be unique and must be approved by the Secretary of State**
* **Apply for IRS Tax Exemption \*You can save 9% of your bill by becoming Tax Exempt**
* **Draft By-Laws: Internal governing rules of the corporation**
* **Appoint directors: One is acceptable, three is recommended**
* **Hold ONE board meeting**
* **Obtain licenses & permits**
	+ <https://cdn.ymaws.com/okcnp.org/resource/resmgr/pdfs/able-booze-clues-paper-with-.pdf>

**4 – 6 Months Prior To Event**

* **Select an auction application: i.e. OnceCause /Greater Giving Funding Software / Accelevents**
* **Choose Theme & Colors**
* **Create “Save The Date” graphics, invitations, step & repeat, impact boards**
* **Create graphics for programs, table signage, menus, etc.**
* **Book event talent: i.e. auctioneers, d.j.’s, dancers, performers**

**2 – 3 Months Prior To Event**

* **Request menu suggestions based on budget**
* **Set tasting date**
* **Request an estimate based on current documents (events, A/V and F&B)**
* **Verify liquor licenses are approved 501c & 501c3**
* **Contact Tulsa County Commissioners / Code Official if Burn Permit is needed \*i.e.**
* **using candles**
* **Follow up with A/V Team to review details and cost of event**
* **Discuss menu options for volunteers**

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**Week OF Event**

* **Completed timeline sent to F&B staff for service**
* **Final headcount sent to F&B FOUR DAYS PRIOR to event \* subject to 1.5% late fee**
* **Rental delivery date**
* **Alcoholic donation date \*CBCC will charge $9.00 corkage on .750l & $18 on 1.5l**
* **Schedule onsite staff for décor & furniture placement**
* **Event presentations, slideshow, videos completed & reviewed**
* **Floor plans & seating chart completed & printed prior to event start time & submitted to Check-in table**
* **Talent walkthrough**

**Rentals & Linen**

* **Tablecloths \*CBCC offers complimentary black & white lap length clothes**
* **Superior offers basic colored lap length tablecloths at $10 per cloth**
* **Tablecloth Choice: Color:**
* **Napkins \*CBCC offers complimentary black & white napkins & will present rolled, banner, or flat fold at no additional cost**
* **Napkin Choice: Color: Fold:**
* **Centerpieces \*CBCC offers vases for rent**
* **Candles \*CBCC offers candles for $1 (if you provide your own candles, you will need a Burn Permit)**
* **Table stanchions \*CBCC offers complimentary table stanchions**
* **Table numbers \*CBCC offers complimentary table numbers**