

WOMEN OF ROYALTY EVENT PLANNING CHECKLIST

EVENT INFORMATION

Event Name: _____

Date: _____

Time: _____

Location: _____

Theme: _____

Expected Attendance: _____

Event Coordinator: _____



90-60 DAYS BEFORE EVENT

Vision & Planning (Dr. Yolanda Watt, Director, Vonetta Roseman, President)

Define event purpose and goals _____

Select event theme: _____

Establish event budget: _____

Secure venue: _____

Confirm date and time: _____

Form planning committee: _____

Assign team leaders: _____

Develop event timeline: _____

Create event registration process: _____

Set attendance goal _____

COMMITTEE ASSIGNMENTS

Event Chairperson (Missy Tidwell, Coordinator, Tanikka Liddell, Asst)

Overall Event Oversight: _____

Registration Team: (Latoya Ezell, Teresa Bernard)

Registration Management: _____

Hospitality Team (Latoya Ezell, Director, Teresa Bernard Asst.)

Guest Experience: _____

Decorations Team (Missy Tidwell, Director, Tanikka Liddell, Asst)

Event Design & Setup: _____

Program Team (Vonetta Roseman, President, Ophelia Topps, Vice President)

Agenda & Speakers: _____

Vendor Team: (Missy Tidwell, Tanikka Liddell)

Vendor Recruitment: _____

Finance Team: Beth Muchinski, Treasurer, Vonetta Roseman)

Budget & Payments: _____

Marketing Team:

Promotion & Advertising: _____

Photography & Media Team:

Photos & Social Media: _____

Cleanup Team: (Everybody)

Breakdown & Cleanup



BUDGET & FINANCE

- Determine event expenses
 - Establish ticket price
 - Secure sponsorships
 - Set up payment methods
 - Create expense tracking sheet
 - Purchase event insurance (if needed)
 - Prepare cash handling procedures
 - Order receipts
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MARKETING & PROMOTION

Flyers & Graphics (Dr. Yolanda Watt, Director)

- Design event flyer
- Create social media graphics
- Create event banner
- Create video announcement
- Create registration QR code

Social Media (Dr. Yolanda Watt, Director, Vonetta Roseman, President)

- Facebook Event Created
- Instagram Promotion
- Church Announcements
- Community Group Posts
- Email Campaign

- Text Message Campaign
 - Weekly Countdown Posts
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PROGRAM PLANNING

- Develop event agenda -
 - Confirm speakers
 - Confirm panelists
 - Confirm entertainment
 - Confirm worship team (if applicable)
 - Prepare welcome remarks
 - Prepare closing remarks
 - Print program
 - Prepare acknowledgements
 - Prepare awards/certificates
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VENDORS & EXHIBITORS

- Vendor application created
- Vendor fee established
- Vendor confirmations received
- Vendor setup instructions sent
- Vendor table assignments completed
- Vendor signage prepared
- Vendor payment received



DECORATIONS & AMBIENCE

- Women of Royalty logo displayed
 - Purple and gold decor
 - Welcome signage
 - Table centerpieces
 - Balloon arrangements
 - Throne chair (if applicable)
 - Photo backdrop
 - Stage décor
 - Directional signage
 - Lighting setup
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FOOD & REFRESHMENTS

- Determine menu
 - Confirm caterer
 - Purchase beverages
 - Purchase desserts
 - Purchase serving supplies
 - Confirm food delivery time
 - Setup food station
 - Setup beverage station
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REGISTRATION & CHECK-IN

- Registration table prepared
 - Guest sign-in sheets
 - Name tags printed
 - Membership information packets
 - Welcome gifts
 - Door prize tickets
 - QR code displayed
 - Volunteer check-in process
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GIVEAWAYS & DOOR PRIZES

- Secure donations
 - Purchase prizes
 - Prepare raffle tickets
 - Create winner list sheet
 - Announce giveaway times
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MEDIA & PHOTOGRAPHY

- Photographer secured
- Videographer secured
- Social media content plan
- Live stream setup (if applicable)
- Test audio equipment

- Test microphones
 - Test projector/screens
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WOMEN OF ROYALTY MEMBERSHIP TABLE

- Membership applications
 - Membership information packets
 - Women of Royalty brochures
 - Business cards
 - QR code for joining
 - Membership covenant forms
 - Volunteer sign-up forms
 - Daughters of Royalty information
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DAUGHTERS OF ROYALTY (AGES 10-17)

- Youth registration forms
 - Parent consent forms
 - Youth activities planned
 - Youth mentor assignments
 - Youth welcome packets
 - Youth seating area
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ONE WEEK BEFORE EVENT

- Confirm venue
 - Confirm speakers
 - Confirm vendors
 - Confirm volunteers
 - Confirm caterer
 - Confirm photographer
 - Print all materials
 - Final planning meeting
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DAY BEFORE EVENT

- Pack supplies
- Print attendee list
- Print programs
- Charge electronics
- Prepare registration table
- Confirm volunteer arrival times
- Review event timeline



EVENT DAY

Setup

- Arrive early
- Registration area ready
- Decorations completed
- Food station prepared
- Sound check completed
- Membership table ready
- Vendor setup complete

During Event

- Welcome guests
- Monitor schedule
- Take photos
- Introduce speakers
- Promote membership
- Conduct giveaways
- Gather feedback

Closing

- Thank attendees
- Thank volunteers
- Announce future events
- Cleanup completed



POST-EVENT FOLLOW-UP

- Send thank-you messages

- Post event photos
- Send survey
- Review budget
- Evaluate event success
- Add new members to database
- Schedule next **Women of Royalty** event
- Hold leadership debrief meeting