



Event Marketing Checklist

Project Name _____ Network/Society's Name: _____

Date of Event _____

Photography

Name: _____

Date: _____ Location: _____

| Type of Media | Run Date | Content Due | To Design/Prod | Delivery | Notes |
|-------------------|----------|-------------|----------------|----------|-------|
| ___ Press release | | | | | |
| ___ Newspaper Ad | | | | | |
| ___ Radio Ad | | | | | |
| ___ Other | | | | | |

| Type of Print | Run Date | Content Due | To Design/Prod | Delivery | Notes |
|------------------------------|----------|-------------|----------------|----------|-------|
| ___ Save the Date Card | | | | | |
| ___ Invite | | | | | |
| ___ Poster | | | | | |
| ___ Flyer Size: _____ | | | | | |
| ___ Banner | | | | | |
| ___ Program/Menu Table No | | | | | |
| ___ Seating Chart | | | | | |
| ___ Other | | | | | |

| Type of Web | Run Date | Content Date | To Design/Prod | Delivery | Notes |
|---------------------|----------|--------------|----------------|----------|-------|
| ___ Online Calendar | | | | | |
| ___ Web Page | | | | | |
| ___ Web Form | | | | | |
| ___ Email Blast | | | | | |
| ___ Other | | | | | |

| Type of Social Media | Run Date | Content Due | To Design/Prod | Delivery | Notes |
|----------------------|----------|-------------|----------------|----------|-------|
| ___ Facebook Ad | | | | | |
| ___ Facebook Event | | | | | |
| ___ Twitter | | | | | |
| ___ Other | | | | | |