



In-Person Meetups/ Events: Event Planning Checklist for Hosts

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Event Planning

This checklist is designed to act as a reminder as you start the event planning process. It is not an exhaustive list, as different events have different planning requirements. This is merely a helpful list to ensure your event planning is as smooth as possible! Thank you for your hard work hosting an In-Person Meetup/Event, and please send any questions you may have to events@quantic.edu.

Checklist:

- ☐ Do you want to work alone or with co-hosts? Remember to designate one point person if working with a small group.
- ☐ Have you searched for any city/location groups that already exist in your area? I.e. - [LinkedIn groups](#), [Slack spaces](#), [WhatsApp groups](#) or [Facebook groups](#)? Will you be using a pre-existing group to promote your events and if so are you an admin of that group? Or do you want to make your own?
- ☐ How have you decided attendees can contact you regarding the event? Via email, text, or another method? Directly or in a group?
- ☐ Who is the audience for your events? Current students + alumni? Alumni only? Don't forget to pass that information on to Quantic.
- ☐ Have you looked at [The Network](#) to get a sense of how many other students are in your area? This is a good way to get a feel for how many may show up to your event, especially for your first meetup.
- ☐ Are there any venue requirements? I.e. - Does the restaurant require a deposit before you book? Will you require any tech such as HDMI adapters? How far in advance do you need to book?
- ☐ How do you plan to collect RSVPs? Will you use an invitation app/website such as [Eventbrite](#) or [Partiful](#)? Do you wish to make use of Quantic's calendly? Be prepared to communicate your choice to Quantic staff.
- ☐ Are there fees attached to the event, will you need to collect money from the attendees? (If so, this is where a site such as Eventbrite can be useful!)
- ☐ Are you planning a once-off event or potentially one of many? It's always good to have the future in mind if you are planning more events, what variety of event ideas do you have?