

DUP Company Event Checklist



Event:	Date:
Reserve venue:	
Get keys to building:	
Establish a set-up time:	
Recruit men to set up and take down chairs/tables:	
Task someone to introduce ISDUP visitors:	
Assign classrooms for seminars:	
Label classrooms:	
Secure US flag:	
Secure piano:	
Secure microphone and podium:	
Set Board arrival time:	
Identify table sizes (round? oblong?):	
Secure tablecloths:	
Secure centerpieces:	
Put out salt and pepper:	
Identify event theme:	
Estimate attendance:	
Prepare invitations:	
Distribute invitations:	
Prepare printed programs (or words to songs):	
Ask camp sponsors to remind captains:	
Identify door greeters:	
Identify special musical number:	
Identify someone to buy thank you gifts:	
Identify someone to present artifact:	
Identify someone to present special recognitions:	
Identify someone to submit article to the local paper or to Legacy:	
Identify number of serving tables:	
Identify number of display tables:	
Identify menu:	
Assign camps part of the meal:	
Identify someone to buy food:	
Identify someone to buy paper products:	
Identify someone to bring ice:	
Identify someone to secure water pitchers:	
Identify someone to bring serving trays:	
Assign a kitchen committee:	
Determine need of special cookers or extension cords:	
Other:	
Other:	
Critique the event:	

Adapted from the Davis Bountiful Heritage Company