

Large Event Checklist

☐ Event Proposal Submitted (minimum 2 weeks in advance)

☐ Online Ticket Sales Open

☐ Venue Contract, Invoice & RFP

☐ DJ Contract, Invoice & RFP

☐ Photographer, Invoice & RFP

☐ Catering Invoice & RFP

☐ Contact SOS with any final changes or updates (1 week in advance)

☐ Any out of pocket receipts and RFP (1 week after event)
