

EVENT GIFTS & AWARDS CHECKLIST

Use this handy checklist to determine and keep track of gifts and awards for your next meeting, conference or special event.

1. ___ Select the type of gifts and awards needed:
 - attendee premium
 - award recognition
 - contest
 - door prize
 - in-room gift
 - raffle
 - speaker/presenter
 - VIP
2. ___ Find out what items have been given out in the past.
3. ___ Determine the budget for your gifts and awards.
4. ___ Check for restrictions for gift-giving per your organization and venue.
5. ___ Research various items for gifts and awards:
 - apparel (shirts, hats, jackets)
 - artwork
 - athletic items, golf balls, tennis balls, frisbees
 - bags, totes, backpacks, briefcases, etc.
 - computer accessories (mouse pads, USB drives, laptop socks)
 - games, toys, puzzles
 - gift baskets
 - gift certificates
 - jewelry (watches, rings, pins)
 - media CDs
 - mugs, sport bottles, glasses, cups, cup-holders
 - travel and first-aid kits
 - trophies, plaques, medals
6. ___ Make decisions on quantities.
7. ___ Do price comparisons and check vendor references.
8. ___ Make your selections and place order, securing quantities with vendor.
9. ___ Provide vendor with logo artwork and personalization instructions.
10. ___ Decide when and where the gifts and awards will be distributed.
11. ___ Decide how any requests for additional gifts and awards will be handled.
12. ___ Package or wrap gifts and awards (if necessary)
13. ___ Verify shipment and arrival of gifts, checking for damage on deluxe items.