

# GMS Event Planning and Reporting Checklist

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- Name of event**
- Event dates**
- Location of event**
- Number of Federal attendees**
- Number of non-Federal attendees**
- Cost of event space, including rooms for breakout sessions**
- Cost of audiovisual services**
- Other equipment costs (e.g., computer fees, telephone fees, etc.)**
- Cost of printing and distribution**
- Cost of meals provided during the event**
- Cost of refreshments provided during the event**
- Cost of event planner**
- Cost of event facilitators**
- Any other costs associated with the event**