

EVENT CHECKLIST

Keep in mind that your event may not require all these elements. Use it as a tool to help you plan, and adapt it to meet the needs of your event.

CATEGORY/ITEM	PERSON RESPONSIBLE	NOTES	DUE DATE	DONE?
Objective/Purpose				
Define Key Elements				
Theme/Content				
Budget				
Book Location				
Write Plan				
Research vendors.				
Back-Up Plan				
Location				
Entertainment				
Food				
Audio-Visual				
Medical Emergency				
Timeline				
Recruit Volunteers				
Decision Makers Sign-Off				
Communication Channels/ Contact List				
Liability Insurance				
Other Licenses/Permits				
Research Vendors				
Entertainment				
Audio-Visual				
Lighting				
Video				
Sound System				
Labor				
Props/Staging				
Rental Items				
Tables/Chairs				
Tent				
Podium				
Booth(s)				

continued on back >>>

EVENT CHECKLIST (cont.)

CATEGORY/ITEM	PERSON RESPONSIBLE	NOTES	DUE DATE	DONE?
Food/Catering				
Find Provider				
Choose Menu				
Place Order				
Transportation				
To Location				
From Location				
Other				
Parking				
Security				
Public Toilets				
Dishes/Plastic Ware				
Posters/Signs/Banners				
Invitations/Flyers				
Badges/Name Tags				
Activities				
Adult				
Children				
Decorations				
Publicity				
Press Release				
Other Press Materials				
Media List				
Contact Press				
Follow-Up Pitches				
Giveaways				
Follow-up				
Pack				
Inventory				
Post-event review				
Thank you letters				