

# Event Planning Checklist

**Date to be Done Assigned To It's Done!**

## **Before the Event:**

**Due Date**

**Assigned To Done**

### **Idea Generating:**

Come up with an idea/theme considering target audience.

\_\_\_\_\_

Decide how to best carry it out (band, speaker, DJ, film, etc.).

\_\_\_\_\_

Consider possible dates and times.

\_\_\_\_\_

Think about possible locations considering needs: space, film projector, screen, stage, etc.

\_\_\_\_\_

### **Initial Planning:**

Check the Venue calendar to identify conflicts with date.

\_\_\_\_\_

Check calendars of other nearby venues.

Contact MCs or speakers would like to invite to event to confirm availability.

\_\_\_\_\_

Consider outside vendors, such as security, determine budget.

\_\_\_\_\_

Consider outside vendors you will use for services or supplies. Contact for prices.

\_\_\_\_\_

**Before the Event:**

**Due Date**

**Assigned To Done**

Make crises management assignments \_\_\_\_\_

Consider associated costs and prepare a budget projection. \_\_\_\_\_

Determine how much money you have available. \_\_\_\_\_

Do you have enough help? \_\_\_\_\_

Officially invite speaker/MC/performer \_\_\_\_\_

Confirm with outside vendors for services and supplies. \_\_\_\_\_

Book hotels/transportation performers. \_\_\_\_\_

Send letter to any presenters/MCs detailing date, time, location, what they should present, expected audience and your phone number/e-mail in case of any questions. \_\_\_\_\_

**Budgeting/Fundraising:**

Create a proposal and exact budget. \_\_\_\_\_

**Before the Event:**

**Due Date**

**Assigned To**

**Done**

**Decorating:**

Come up with decorating plans.

\_\_\_\_\_

Purchase materials

\_\_\_\_\_

Construct/purchase decorations.

\_\_\_\_\_

Plan room set up  
(physical arrangements).

\_\_\_\_\_

**Food/Catering:**

Plan food.

\_\_\_\_\_

**Tell People about the Event:**

Develop approach and schedule.

\_\_\_\_\_

Submit ads and/or press release  
to media.

\_\_\_\_\_

**Miscellaneous:**

Create a program/agenda.

\_\_\_\_\_

Create any handouts/packets  
for guests.

\_\_\_\_\_

Copy handouts/packets, programs/agendas  
and evaluation sheets.

\_\_\_\_\_

Create sign-in sheet to keep record of  
names and numbers.

\_\_\_\_\_

**During the Event**

**Due Date**

**Assigned To**

**Done**

Have a someone welcoming/greeting guests at the door. \_\_\_\_\_

**After the Event**

**Due Date**

**Assigned To**

**Done**

Make sure that the space used is Clean per agreements. \_\_\_\_\_

**Financial Necessities:**

Collect all receipts and invoices. \_\_\_\_\_

Compare budget, amount raised, and amount sent. \_\_\_\_\_

**Evaluation:**

Evaluate the event and your planning, budget, etc. \_\_\_\_\_

Make notes for future improvement. \_\_\_\_\_

Keep notes on file for future use. \_\_\_\_\_