



EVENT CHECKLIST

Use the following checklist to aid your organization before and after an event.

EARLY ON IN PLANNING:

ASSIGNED TO

DATE DUE

COMPLETED

Prepare & Maintain Budget

Book the Venue - Check for Conflicts

Set Furnishings - Chairs, Podium, Tables, Stage, etc

Outside - Tents, Restrooms, Trash, Fencing, power, etc

Book AV Needs - Computer, Projectors, etc

Book Catering/Food Needs

Book Security/Police, EMS

Book Entertainment, Speakers, Dj, etc

Arrange Parking

Research Insurance, Safety Forms,

Make Print/Elec Items - Invites, Tix, RSVPs

Make Print/Elec Items - Ads, Social Media, Website

A WEEK OUT FROM EVENT:

Prepare Program, Script, Event Timeline

Purchase Decorations, Gifts, Supplies, etc

Confirm Venue Setup, AV, Logistics, etc

Make Nametags, Directional Signs, Banners, Place Cards, etc

Get Volunteers & Staff & Assign Duties

Send Reminders, Last Marketing Push

Check-In, Entrance, Ticket Taking

AFTER THE EVENT:

Send Thank You Notes

Finalize Budget

Compile Notebook For Next Year

