

# Event Planning Checklist

Use this checklist to ensure you've covered all the essential steps in planning a successful event. Check off each item as you complete it!

## Pre-Event Planning:

- Define Event Goals & Objectives
- Set a Budget
- Choose a Date and Time
- Select a Venue
- Create a Guest List
- Send Invitations (digital or physical)
- Confirm RSVPs
- Plan the Event Program/Agenda
- Secure Speakers/Entertainment
- Arrange Catering/Refreshments

## Event Logistics:

- Coordinate Venue Setup
- Arrange for Necessary Equipment (e.g., AV, tables, chairs)
- Confirm Vendor Arrival Times
- Prepare Event Signage
- Develop a Contingency Plan (weather, emergencies)
- Assign Roles to Event Staff/Volunteers
- Prepare Event Materials (e.g., programs, handouts)
- Set up Registration/Check-in Area
- Conduct a Final Venue Walkthrough

## Post-Event:

- Send Thank You Notes
- Gather Feedback from Attendees
- Evaluate Event Success Against Goals