

Event Logistics Planning Checklist Sheet

Event Details

Item	Details
Event Name	
Date & Time	
Venue/Location	
Event Coordinator	

Logistics Checklist

Task	Responsible	Due Date	Status	Notes
Venue Booking				
Permits & Licenses				
Audio/Visual Equipment				
Seating Arrangement				
Catering & Refreshments				
Transportation				
Accommodation				
Signage & Banners				
Registration Desk				
Emergency Plan				
Other				

Vendor Contacts

Vendor/Service	Contact Person	Phone/Email	Notes