

Event Checklist Planning Template

Event Overview

Event Name:

Date:

Location:

Description / Notes:

Planning Checklist

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Define event goals & objectives

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Set budget

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Choose date & venue

☐

Send invitations / announce event

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Arrange catering

☐

Organize equipment & supplies

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Book speakers/entertainment

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Prepare signage & materials

☐

Assign roles & responsibilities

☐

Confirm vendors & partners

☐

Set up registration process

☐

Arrange transportation & parking



Final walkthrough

Notes / To Dos