

Event Checklist Planning Template

Event Overview

Event Name:

Date:

Location:

Description / Notes:

Planning Checklist



Define event goals & objectives



Set budget



Choose date & venue



Send invitations / announce event



Arrange catering



Organize equipment & supplies



Book speakers/entertainment



Prepare signage & materials



Assign roles & responsibilities



Confirm vendors & partners



Set up registration process



Arrange transportation & parking



Final walkthrough

Notes / To Dos