

Basic Event Coordination Outline

1. Initial Planning

- Define event objectives and goals
- Set budget
- Establish event date and time
- Identify target audience
- Select preliminary venue options

2. Venue & Vendor Coordination

- Confirm venue and finalize booking
- Source and book vendors (catering, AV, decor, etc.)
- Confirm contracts and deposits
- Coordinate logistics (deliveries, setup, storage)

3. Program Development

- Develop event agenda and timeline
- Book speakers or entertainment
- Coordinate participant activities
- Prepare materials (signage, nametags, programs)

4. Promotions & Registration

- Create marketing and promotional plan
- Design invitations and event website/page
- Open and manage event registration
- Send reminders and updates

5. Event Logistics

- Develop event run-of-show
- Assign staff and volunteer roles
- Coordinate transportation and accommodations
- Organize on-site signage and instructions

6. Event Day Operations

- Oversee setup and vendor arrivals
- Manage registration and guest flow
- Troubleshoot on-site issues
- Keep event on schedule
- Facilitate breakdown and clean up

7. Post-Event Tasks

- Send thank-you notes to participants and vendors
- Collect and review feedback
- Process final payments
- Compile event summary and report
- Archive event documents and photos