

Event Planning Checklist Template for Teams

Event Overview

Event Name:
Date & Time:
Location:
Team Lead:

Pre-Event Planning

Task	Owner	Deadline	Status
Define event goals & objectives			
Set budget			
Secure venue			
Develop event agenda			

Event Promotion

Task	Owner	Deadline	Status
Create invitation list			
Design & send invites			
Promote on social channels			

Day-of Event Tasks

Task	Owner	Deadline	Status
Set up venue			
Check audio/visual equipment			
Greet and register guests			

Post-Event Tasks

Task	Owner	Deadline	Status
Send thank you notes			

Collect feedback

Review lessons learned

Notes: