

Event Coordination Checklist Template

Event Name

Date

Location

Pre-Event Planning

- Define event objectives & goals
- Set budget
- Select date and venue
- Draft timeline and schedule

Notes...

Logistics Coordination

- Venue booking and setup
- Catering arrangements
- AV, technical, and other equipment
- Decorations
- Transportation/accommodation (if needed)

Notes...

Program & Communication

- Confirm speakers/presenters
- Prepare & send invitations
- Promote event
- Prepare event materials/resources
- Confirm attendance

Notes...

On-the-Day Tasks

- Set up venue

- Registration/check-in
- Coordinate program/activities
- Liaise with vendors
- Assist participants/guests

Notes...

Post-Event Wrap Up

- Review and evaluate event success
- Collect feedback
- Send thank you notes
- Finalize bills/payments
- Prepare final report/documentation

Notes...