

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...