

Event Logistics Checklist Sheet

EVENT DETAILS

Event Name	
Date & Time	
Venue / Location	
Organizer	
Contact Info	

CHECKLIST

#	Task / Item	Responsible	Status	Notes
1	Venue booking confirmed			
2	Permits & Licenses arranged			
3	Transportation and parking			
4	Audio/Visual equipment arranged			
5	Catering/Refreshments			
6	Staff/Volunteers assigned			
7	Signage & Decorations			
8	Registration Desk setup			
9	First Aid Arrangements			
10	Clean-up/Cleanup Crew			

ADDITIONAL NOTES

Use this checklist to track logistics and assignment of tasks for your event. Add or remove rows as needed.