

Simple Event Planning Checklist

Pre-Planning

	Task	Notes
<input type="checkbox"/>	Define event purpose & goals	
<input type="checkbox"/>	Set event date & time	
<input type="checkbox"/>	Determine budget	
<input type="checkbox"/>	Select venue	

Preparation

	Task	Notes
<input type="checkbox"/>	Arrange catering/food & beverages	
<input type="checkbox"/>	Send invitations	
<input type="checkbox"/>	Organize entertainment/speakers	
<input type="checkbox"/>	Plan transportation and parking	
<input type="checkbox"/>	Order supplies & materials	

Event Day

	Task	Notes
<input type="checkbox"/>	Set up venue	
<input type="checkbox"/>	Test audio/visual equipment	
<input type="checkbox"/>	Coordinate volunteers/staff	
<input type="checkbox"/>	Welcome guests	
<input type="checkbox"/>	Monitor event schedule	

Post-Event

	Task	Notes
<input type="checkbox"/>	Send thank you notes	
<input type="checkbox"/>	Collect feedback	
<input type="checkbox"/>	Review & document outcomes	
<input type="checkbox"/>	Finalize payments	

