

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	

