

Corporate Event Task Checklist

Task	Assigned To	Deadline	Status
<input type="checkbox"/> Define event objectives & goals			
<input type="checkbox"/> Create event budget			
<input type="checkbox"/> Select event date & venue			
<input type="checkbox"/> Send invitations			
<input type="checkbox"/> Arrange catering & menu			
<input type="checkbox"/> Book A/V equipment			
<input type="checkbox"/> Prepare event materials			
<input type="checkbox"/> Confirm guest speakers			
<input type="checkbox"/> Set up event registration			
<input type="checkbox"/> Arrange transportation & parking			
<input type="checkbox"/> Prepare signage & banners			
<input type="checkbox"/> Conduct event rehearsal			
<input type="checkbox"/> Post-event feedback & survey			