Event Coordination Checklist Sheet

Event Details

Event Name	
Date	
Location	
Coordinator	

Checklist

	Task	Notes
☐	Define event objectives and goals	
☐	Set the event date and time	
☐	Book venue	
☐	Contact vendors and suppliers	
☐	Arrange catering	
☐	Send invitations	
☐	Confirm guest list	
☐	Prepare event materials	
☐	Arrange transportation/parking	
☐	Set up venue/decorations	
☐	Test AV equipment	
☐	Prepare signage and registration area	
☐	Coordinate staff/volunteers	
☐	Conduct final event run-through	
☐	Event day management	
☐	Post-event clean up	
☐	Gather feedback and debrief	

Additional Notes