

Event Logistics Planning Checklist

1. Pre-Event Planning

- ☐ Define event objectives & goals
- ☐ Determine event budget
- ☐ Set event date & time
- ☐ Select event venue/location
- ☐ Book venue

Notes for Pre-Event Planning

2. Vendors & Contracts

- ☐ Catering arrangements
- ☐ A/V & technical equipment
- ☐ Furniture rental (tables, chairs, etc.)
- ☐ Transportation & parking
- ☐ Sign contracts & agreements

Notes for Vendors & Contracts

3. Staffing & Volunteers

- ☐ Hire/assign event staff
- ☐ Organize volunteer team
- ☐ Create event day schedules
- ☐ Brief and train all personnel

Notes for Staffing & Volunteers

4. Materials & Supplies

- ☐ Event signage & banners
- ☐ Nametags/badges
- ☐ Registration materials
- ☐ Promotional items & swag
- ☐ Emergency kits

Notes for Materials & Supplies

5. Guest Management

- ☐ Send invitations
- ☐ Track RSVPs & confirmations
- ☐ Prepare attendee lists
- ☐ Organize check-in process

Notes for Guest Management

6. Final Preparations

- ☐ Confirm all arrangements with vendors
- ☐ Distribute event schedule to team
- ☐ Conduct a final walkthrough of venue
- ☐ Prepare setup & teardown plans

Notes for Final Preparations

7. Post-Event

- ☐ Clean up and teardown
- ☐ Return rented materials
- ☐ Send thank-you notes
- ☐ Collect feedback & evaluate event
- ☐ Finalize payments and close accounts

Notes for Post-Event