

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