

Simple Event Planning Checklist

Pre-Planning

- ☐ Define event goals & objectives
- ☐ Set event date and time
- ☐ Establish budget
- ☐ Select venue/location
- ☐ Create guest list

Planning

- ☐ Send invitations
- ☐ Arrange catering/food & beverages
- ☐ Organize decoration & equipment
- ☐ Book entertainment/speakers
- ☐ Plan event schedule/agenda

Final Steps

- ☐ Confirm vendors & suppliers
- ☐ Prepare event materials
- ☐ Assign tasks to team
- ☐ Reconfirm all logistics

Post-Event

- ☐ Send thank you notes
- ☐ Collect feedback
- ☐ Review event outcomes
- ☐ Complete follow-up tasks