

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