

Special Occasion Event Action Checklist

Event Planning

- ☐ Define event objectives and goals
- ☐ Set event date and time
- ☐ Create event budget
- ☐ Select event venue/location
- ☐ Develop event timeline and schedule

Logistics & Operations

- ☐ Reserve venue and confirm booking
- ☐ Arrange catering and menu
- ☐ Organize event setup and decoration
- ☐ Coordinate audio/visual equipment
- ☐ Plan for parking and transportation

Guest Management

- ☐ Create guest list
- ☐ Send invitations
- ☐ Track RSVPs
- ☐ Prepare name tags or place cards

Vendors & Supplies

- ☐ Book entertainment or speakers
- ☐ Confirm vendors (florist, photographer, etc.)
- ☐ Arrange for supplies and rentals
- ☐ Confirm vendor arrival and setup times

Day of Event

- ☐ Setup venue and check decorations
- ☐ Test all equipment and AV
- ☐ Coordinate volunteers and staff
- ☐ Manage registration and guest check-in
- ☐ Oversee event flow and troubleshooting

Post-Event

- ☐ Coordinate cleanup and breakdown

- ☐ Send thank-you notes to guests and vendors
- ☐ Review event outcomes and feedback
- ☐ Settle payments and finalize accounts