

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