Event Planning Checklist

Name of event: Proposed date/s: Duration of event:

	Who is responsible	Date due	Complete
Brief prepared			
Program outline agreed Venue quotes received			
Supplier requirements identified			
- event planner - photographer			
- videographer - photo booth			
- stylist production company			
- theming event hire - audio visual			
- florist			
- celebration cake Entertainer speaker shortlist prepared			
Entertainer speaker quotes received Sponsorship "hit list" determined			
Sponsorship pack prepared			
9-12 months from the event	Who is responsible	Date due	Complete
Budget prepared			
Budget approved			
Event theme confirmed Initial run sheet prepared with timings			
Suppliers briefed with quotes requested Sponsorship packs distributed to targets			
List of printing and merchandise requirements agreed			
- name tags - menus			
- place cards			
- welcome signage - seating plan			
- guests' thank you gift - satchels			
6-9 months from the event	Who is responsible	Date due	Completo
Contract suppliers Entertainers guest speakers			
breakout session presenters contracted Set up & test registration RSVP software			
Launch event website			
Implement marketing and communication timeline, including social media			
4-6 months from the event	Who is responsible	Date due	Complete
Send formal invitations to collect RSVPs and dietary requirements			
Update run sheet with specific details			
Initiate contact with the venue to determine their requirements Publish full program on website			
Finalise production audio visual suppliers hire companies' deliverables			
Finalise and order "at event" print requirements and merchandise			
2-4 months from the event	Mb - 1	Data dara	Commission of the Commission o
Advise menu selections	Who is responsible	Date due	Complete
Finalise supplier arrangements and floor plan/s			
Arrange any entertainer speaker travel requirements Assign sponsor trade display locations			
30 days prior to the event	Who is responsible	Date due	Complete
Supply venue with run sheet including initial attendance numbers Advise dietary requirements			
Prepare seating chart			
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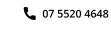
Our Brands:

Events" Fantastic

Review budget to check financials are controlled

Review attendance numbers and revise room layouts and seating plans if necessary Add any new requirements that may arise as the event draws nearer





Backdrops™ Fantastic



