

Event Planning Checklist

Name of event :
 Proposed date/s :
 Duration of event :
 Expected no. of attendees :

12-18 months from the event	Who is responsible	Date due	Complete
Brief prepared			<input type="checkbox"/>
Program outline agreed			<input type="checkbox"/>
Venue quotes received			<input type="checkbox"/>
Supplier requirements identified			<input type="checkbox"/>
- event planner			<input type="checkbox"/>
- photographer			<input type="checkbox"/>
- videographer			<input type="checkbox"/>
- photo booth			<input type="checkbox"/>
- stylist production company			<input type="checkbox"/>
- theming event hire			<input type="checkbox"/>
- audio visual			<input type="checkbox"/>
- florist			<input type="checkbox"/>
- celebration cake			<input type="checkbox"/>
Entertainer speaker shortlist prepared			<input type="checkbox"/>
Entertainer speaker quotes received			<input type="checkbox"/>
Sponsorship "hit list" determined			<input type="checkbox"/>
Sponsorship pack prepared			<input type="checkbox"/>

9-12 months from the event	Who is responsible	Date due	Complete
Budget prepared			<input type="checkbox"/>
Budget approved			<input type="checkbox"/>
Event theme confirmed			<input type="checkbox"/>
Initial run sheet prepared with timings			<input type="checkbox"/>
Suppliers briefed with quotes requested			<input type="checkbox"/>
Sponsorship packs distributed to targets			<input type="checkbox"/>
List of printing and merchandise requirements agreed			<input type="checkbox"/>
- name tags			<input type="checkbox"/>
- menus			<input type="checkbox"/>
- place cards			<input type="checkbox"/>
- welcome signage			<input type="checkbox"/>
- seating plan			<input type="checkbox"/>
- guests' thank you gift			<input type="checkbox"/>
- satchels			<input type="checkbox"/>

6-9 months from the event	Who is responsible	Date due	Complete
Contract suppliers			<input type="checkbox"/>
Entertainers guest speakers breakout session presenters contracted			<input type="checkbox"/>
Set up & test registration RSVP software			<input type="checkbox"/>
Launch event website			<input type="checkbox"/>
Implement marketing and communication timeline, including social media			<input type="checkbox"/>

4-6 months from the event	Who is responsible	Date due	Complete
Send formal invitations to collect RSVPs and dietary requirements			<input type="checkbox"/>
Update run sheet with specific details			<input type="checkbox"/>
Initiate contact with the venue to determine their requirements			<input type="checkbox"/>
Publish full program on website			<input type="checkbox"/>
Finalise production audio visual suppliers hire companies' deliverables			<input type="checkbox"/>
Finalise and order "at event" print requirements and merchandise			<input type="checkbox"/>

2-4 months from the event	Who is responsible	Date due	Complete
Advise menu selections			<input type="checkbox"/>
Finalise supplier arrangements and floor plan/s			<input type="checkbox"/>
Arrange any entertainer speaker travel requirements			<input type="checkbox"/>
Assign sponsor trade display locations			<input type="checkbox"/>

30 days prior to the event	Who is responsible	Date due	Complete
Supply venue with run sheet including initial attendance numbers			<input type="checkbox"/>
Advise dietary requirements			<input type="checkbox"/>
Prepare seating chart			<input type="checkbox"/>
Finalise any travel requirements			<input type="checkbox"/>
Arrange entertainer speaker celebrant MC briefings			<input type="checkbox"/>

2 weeks prior to the event	Who is responsible	Date due	Complete
Finalise attendance numbers			<input type="checkbox"/>
Send a pre-event email to attendees reminding them of the details - timings, parking, weather etc			<input type="checkbox"/>
Confirm rehearsal times with MC speakers celebrant			<input type="checkbox"/>
Confirm timings with suppliers			<input type="checkbox"/>

1 week prior to the event	Who is responsible	Date due	Complete
Thorough check and return of the venue's event orders			<input type="checkbox"/>
Gather any visual presentations for loading and checking			<input type="checkbox"/>
Confirm all ordered printing and/or merchandise has been delivered			<input type="checkbox"/>
Finalise seating plan			<input type="checkbox"/>
Advise venue of location of guests with dietary requirements on seating plan			<input type="checkbox"/>

Day prior to event	Who is responsible	Date due	Complete
Re-check every single detail			<input type="checkbox"/>
Print any documentation including run sheets for suppliers, guests lists etc			<input type="checkbox"/>
Final check of name tags place cards etc for any last minute changes			<input type="checkbox"/>
Check any deliveries to venue have arrived			<input type="checkbox"/>

Day of event - Game Day!	Who is responsible	Date due	Complete
Arrive early to check set up & presentations			<input type="checkbox"/>
Meet venue onsite contact and confirm timings			<input type="checkbox"/>
Ensure any safety requirements are in place			<input type="checkbox"/>
Set up name tags place cards and any other "at event" collateral			<input type="checkbox"/>
Liaise with supplier and sponsor representatives for set up & distribute run sheet			<input type="checkbox"/>
Brief MC on final changes			<input type="checkbox"/>
Review run sheet after each session to ensure timing is on track			<input type="checkbox"/>

Post event	Who is responsible	Date due	Complete
Approve the highlight video			<input type="checkbox"/>
Store photos in an accessible location (usually online)			<input type="checkbox"/>
Circulate an event wrap up with links to share photos and videos (and if a recurring event, announce details for the next event)			<input type="checkbox"/>
Gather feedback from attendees and sponsors			<input type="checkbox"/>
Debrief with stakeholders based on feedback results			<input type="checkbox"/>

Ongoing	Who is responsible	Date due	Complete
Review budget to check financials are controlled			<input type="checkbox"/>
Review attendance numbers and revise room layouts and seating plans if necessary			<input type="checkbox"/>
Add any new requirements that may arise as the event draws nearer			<input type="checkbox"/>