Event Planning
Checklist

EVENT OVERVIEW

Item	Details
Event Name:	
Event Date:	
Event Time:	
Event Location:	
Event Purpose:	
Event Goals:	

BUDGET

Category	Amount Allocated
Total Budget:	
Venue	
Catering	
Entertainment	
Marketing	
Miscellaneous	

TIMELINE

Task	Deadline	Status
Initial Planning Meeting		☑
Secure Venue		☐
Confirm Catering		☐
Send Invitations		☐
Confirm Entertainment		☐
Final Walkthrough		☐
Event Day		☐