EVENT PLANNING CHECKLIST TEMPLATE

a valuable tool for event organizers to ensure that all essential tasks and details are addressed when planning an event.



EVENT PLANNING CHECKLIST

"Creating Memories, One Event at a Time."

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	EVENT	NOTE	DESCRIPTION	PERSON/DEPT. RESPONSIBLE	DATE DUE	STATUS
☑	Determine Event Objectives		Define the purpose, goals, and target audience for the event.	Event Manager	1-Feb-2023	Concluded
☑	Set Budget		Establish a detailed budget, including all expenses and revenue sources.	Finance Team	2-Feb-2023	Concluded
☑	Choose Event Date and Time		Consider the availability of key participants and target audience preferences.	Event Manager	3-Feb-2023	Concluded
☑	Select Venue		Find a suitable location that accommodates the expected number of attendees and aligns with the event theme.	Venue Coordinator	4-Feb-2023	Concluded
☑	Arrange Catering		Plan meals and refreshments that cater to the attendees' dietary needs and event schedule.	Catering Manager	5-Feb-2023	Concluded
☑	Secure Speakers/Entertainment		Confirm and schedule keynote speakers, presenters, or entertainment acts for the event.	Speaker Coordinator	6-Feb-2023	Concluded
☐	Develop Event Program		Create a detailed schedule outlining activities, sessions, and breaks for the event.	Program Manager	7-Feb-2023	Opened
☐	Organize Accommodation		Arrange lodging for out-of-town attendees, ensuring proximity to the event venue.	Accommodation Coordinator	8-Feb-2023	Opened
☐	Promote Event		Implement a marketing strategy to generate awareness and drive attendance for the event.	Marketing Team	9-Feb-2023	Opened
☐	Arrange Event Logistics		Coordinate transportation, signage, equipment, and any necessary technical support.	Logistics Coordinator	10-Feb-2023	Opened
☐	Prepare Event Materials		Design and produce event materials, including name badges, handouts, and promotional items.	Materials Coordinator	11-Feb-2023	Opened
☐	Finalize Attendee List		Confirm the final list of attendees and manage any last-minute changes or cancellations.	Registration Manager	12-Feb-2023	Opened
☐	Conduct Rehearsals		Run through the event program with the speakers, performers, and key event staff to ensure smooth execution.	Event Manager	13-Feb-2023	Opened
☐	Set Up Event Space		Arrange seating, displays, and any necessary equipment to prepare the venue for the event.	Set-Up Team	14-Feb-2023	Opened
☐	Manage Event Day		Oversee all activities, handle unexpected issues, and ensure a seamless experience for attendees.	Event Manager	15-Feb-2023	Opened
☐	Gather Feedback		Collect feedback from attendees, sponsors, and stakeholders to assess the event's success and identify areas for improvement.	Feedback Coordinator	16-Feb-2023	Opened
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