

EVENT PLANNING CHECKLIST



STEP 1: BRAINSTORM

- How many people need to attend to make the event work?
- Has an event like this been done before, and can we take any learnings from previous events like it?
- Do we have the resources to make it happen?
- Is there anything that could prevent the event going ahead?

Looking good so far? **Excellent.**



STEP 2: BUDGET

[Who's in charge: _____]

Consider the below expenses

(and add in any others that may apply to your specific event)

<input type="radio"/> Facilities rental	\$	<input type="radio"/> Food	\$
<input type="radio"/> Promotion	\$	<input type="radio"/> Supplies	\$
<input type="radio"/> Speaker fees	\$	<input type="radio"/> Tech support	\$
<input type="radio"/> Travel	\$	<input type="radio"/> Security	\$
<input type="radio"/> License/permit	\$	<input type="radio"/> Registration fees	\$
<input type="radio"/> Other:	\$	<input type="radio"/> Other:	\$
TOTAL: \$			

Still looking realistic? **Let's keep going then!**



STEP 3: SCHEDULE

[Who's in charge: _____]

Ask yourself the below:

- What size venue/room do you need?
- What type of catering do you want?
- What kind of technology needs do you have?
- What can you afford?

Then...

- Tentatively book a couple of dates
- Call guest speaker/performer to confirm date
- Call back venue to reserve date
- Discuss tech needs and room setup with your team
- Organise food and catering
- Develop a run sheet with timelines (including a 'to-the-minute' run sheet for the day itself)
- Other:
- Other:

Notes: _____

You're so organised it's not even funny. Now on to the permits!



STEP 4: PERMITS

[Who's in charge: _____]

What permits do we need to get?

<input type="radio"/> Food permit	<input type="radio"/> Alcohol permit
<input type="radio"/> Outdoor space permit	<input type="radio"/> Sound permit
<input type="radio"/> Sanitation permit	<input type="radio"/> Sales or fundraising permit
<input type="radio"/> Model release forms (film)	<input type="radio"/> Other:

Got the permits? Then let's get the word out.



STEP 5: ADVERTISE

[Who's in charge: _____]

How are you going to advertise your event?

<input type="radio"/> Posters/flyers/signage	<input type="radio"/> Emails
<input type="radio"/> Web	<input type="radio"/> Facebook
<input type="radio"/> Other:	<input type="radio"/> Other:

Notes: _____

Time to stock the supplies!



STEP 6: SHOP

[Who's in charge: _____]

What supplies do we need for the event?

<input type="radio"/> Plates	<input type="radio"/> Napkins	<input type="radio"/> Gift for guest speaker / performer	
<input type="radio"/> Decorations	<input type="radio"/> Cashbox	<input type="radio"/> Other:	<input type="radio"/> Other:
<input type="radio"/> Cups	<input type="radio"/> Cutlery	<input type="radio"/> Other:	<input type="radio"/> Other: