

# Event Planning Checklist

A printable working document for logistics, vendors, attendee communication, event-day tasks, and post-event follow-up



## How to use this checklist

Use this as the central working document for the event. Mark confirmed items, assign owners, and add dates, links, or notes in the right-hand column.

Review it regularly as the event date gets closer, because small missed items such as a vendor confirmation, signage file, dietary request, or setup time can create event-day problems.

## Event details

|                 |  |                    |  |
|-----------------|--|--------------------|--|
| Event name      |  | Event date         |  |
| Venue           |  | Lead planner       |  |
| Target audience |  | Expected attendees |  |
| Budget          |  | Main goal          |  |

## Logistics and venue checklist

Covers the physical setup, access, safety, and venue details that make the event workable on site.

| Done                     | Checklist item                                         | Owner / notes |
|--------------------------|--------------------------------------------------------|---------------|
| <input type="checkbox"/> | Venue contract signed and deposit confirmed            |               |
| <input type="checkbox"/> | Capacity checked against expected or final guest count |               |
| <input type="checkbox"/> | Room layout approved                                   |               |
| <input type="checkbox"/> | Accessibility requirements reviewed                    |               |
| <input type="checkbox"/> | Parking and transit information prepared               |               |
| <input type="checkbox"/> | Insurance and permits secured, if required             |               |
| <input type="checkbox"/> | On-site signage briefed to the design team             |               |
| <input type="checkbox"/> | Registration and check-in setup confirmed              |               |
| <input type="checkbox"/> | Setup and breakdown access confirmed with the venue    |               |
| <input type="checkbox"/> | Emergency exits and safety procedures reviewed         |               |

## Vendor and supplier checklist

Keeps supplier commitments documented so catering, AV, decor, security, transport, and other services work from the same plan.

| Done                     | Checklist item                                     | Owner / notes |
|--------------------------|----------------------------------------------------|---------------|
| <input type="checkbox"/> | Catering contract signed and final menu confirmed  |               |
| <input type="checkbox"/> | AV technical brief issued and confirmed            |               |
| <input type="checkbox"/> | Decor, floral, staging, or rental brief confirmed  |               |
| <input type="checkbox"/> | Photography and videography brief issued           |               |
| <input type="checkbox"/> | Security briefed and confirmed                     |               |
| <input type="checkbox"/> | Transport arrangements confirmed                   |               |
| <input type="checkbox"/> | Vendor arrival and setup times documented          |               |
| <input type="checkbox"/> | Payment terms and final due dates confirmed        |               |
| <input type="checkbox"/> | Change or cancellation terms reviewed              |               |
| <input type="checkbox"/> | All written confirmations saved in one shared file |               |

## Marketing and attendee checklist

Tracks invitations, registrations, attendee needs, and the communications that help the right people arrive prepared.

| Done                     | Checklist item                                      | Owner / notes |
|--------------------------|-----------------------------------------------------|---------------|
| <input type="checkbox"/> | Invitation list finalized                           |               |
| <input type="checkbox"/> | Save-the-date sent to the full invitation list      |               |
| <input type="checkbox"/> | Registration platform live and tested               |               |
| <input type="checkbox"/> | Event page reviewed for accuracy                    |               |
| <input type="checkbox"/> | Reminder schedule set                               |               |
| <input type="checkbox"/> | Promotional channels confirmed                      |               |
| <input type="checkbox"/> | Dietary requirements collected from registrants     |               |
| <input type="checkbox"/> | Accessibility needs collected from registrants      |               |
| <input type="checkbox"/> | Attendee communications drafted and scheduled       |               |
| <input type="checkbox"/> | Final attendee count shared with catering and venue |               |

## Run-of-show and event-day checklist

Helps the team work from clear responsibilities, contacts, timing, backup plans, and event-day checks.

| Done                     | Checklist item                                     | Owner / notes |
|--------------------------|----------------------------------------------------|---------------|
| <input type="checkbox"/> | Detailed run-of-show issued to all leads           |               |
| <input type="checkbox"/> | Team briefing scheduled and completed              |               |
| <input type="checkbox"/> | On-site command structure assigned                 |               |
| <input type="checkbox"/> | Contact sheet shared with team and vendors         |               |
| <input type="checkbox"/> | Contingency plans documented for likely issues     |               |
| <input type="checkbox"/> | Supplies and event materials confirmed on site     |               |
| <input type="checkbox"/> | Speaker, VIP, or performer arrival times confirmed |               |
| <input type="checkbox"/> | Registration desk materials prepared               |               |
| <input type="checkbox"/> | Full venue walkthrough completed                   |               |
| <input type="checkbox"/> | Final check completed before doors open            |               |

## Post-event checklist

Captures the follow-up work that turns the event into feedback, proof of value, and lessons for next time.

| Done                     | Checklist item                                                | Owner / notes |
|--------------------------|---------------------------------------------------------------|---------------|
| <input type="checkbox"/> | Thank-you communications sent within 48 hours                 |               |
| <input type="checkbox"/> | Attendee feedback survey issued                               |               |
| <input type="checkbox"/> | Vendor debriefs scheduled                                     |               |
| <input type="checkbox"/> | Final invoices reviewed and reconciled                        |               |
| <input type="checkbox"/> | Attendance and engagement results reviewed                    |               |
| <input type="checkbox"/> | ROI calculated against the goals set in step one, if relevant |               |
| <input type="checkbox"/> | Team debrief completed                                        |               |
| <input type="checkbox"/> | Lessons documented for the next event                         |               |
| <input type="checkbox"/> | Photos, videos, or recap materials organized                  |               |
| <input type="checkbox"/> | Follow-up content or sales outreach scheduled, if relevant    |               |