

Event Checklist Template Example

Event Title		Date(s)	
		Phone	
Contact		Email	

	Item to Review / Confirm	Comments
X	Define event objectives	
X	Set target audience	
X	Select and confirm event date(s)	
X	Establish event budget	
	Book venue	
	Confirm venue logistics and layout	
	Arrange for catering	
	Secure audiovisual equipment	
	Book entertainment or speakers	
	Assign staff roles and responsibilities	
	Create event timeline or run-of-show	
	Develop promotional plan	
	Send invitations or open registration	
	Confirm vendors (decor, rentals, etc.)	
	Order supplies (badges, swag, etc.)	
	Design and print signage	
	Obtain necessary permits or insurance	
	Confirm transportation or parking	
	Test Wi-Fi and tech setup	
	Conduct final walkthrough	
	Prepare event-day checklist	
	Hold pre-event team briefing	
	Collect attendee feedback post-event	
	Send thank-you notes	
	Review final budget and close out expenses	

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