**Event Checklist Template Example**

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| --- | --- | --- | --- |
| Event Title |  | Date(s) |  |
| Phone |  |
| Contact |  | Email |   |

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| --- | --- | --- |
|  | 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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