



Event Planning Checklist Template

Event name	
Start date/End date	
Time	
Location(s)	

Organizer	
Contact person	
Contact phone	
Contact email	

PRE-EVENT CHECKLIST

TASK	DUE DATE	DONE
Define event type (banquet, workshop, seminar, etc.)		☐
Set event goals and objectives		☐
Define event target audience		☐
Define event theme		☐
Create a guest list		☐
Get cost estimates (vendors, catering, speakers, etc.)		☐
Establish event budget		☐
Reach out to sponsors		☐
Shortlist event venues		☐
Book the event venue		☐
Check travel options		☐



Arrange travel tickets		☐
Consider accommodation options		☐
Book accommodation		☐
Arrange for catering/plan the menu		☐
Choose vendors (decor, rentals, etc.)		☐
Hire vendors		☐
Sign contracts with vendors/suppliers		☐
Book entertainment		☐
Gather and organize volunteers		☐
Invite speakers		☐
Confirm speakers and gather their bios, headshots, etc.		☐
Create the event schedule		☐
Secure audiovisual equipment		☐
Obtain necessary permits		☐
Define security and safety measures (first aid, evacuation plan, etc.)		☐
Develop promotional plan		☐
Brand your event (logo, slogan, website, fliers, etc.)		☐
Secure promo items		☐
Design signage and confirm venue logistics		☐
Secure media attendance		☐
Send invitations/open registration/launch (early-bird) ticket sales		☐
Create event-day timeline		☐
Assign staff roles and responsibilities		☐



Send reminders		☐
Confirm the final number of invitees, speakers, and other participants		☐
Finalize seating plan		☐
Conduct final event-day walkthrough		☐

EVENT-DAY CHECKLIST

TASK	DUE DATE	DONE
Get instructions, timeline, and other necessary documentation with you		☐
Hold final team briefing and role review (if there's time)		☐
Coordinate program cues		☐
Monitor the event flow and address issues		☐

POST-EVENT CHECKLIST

TASK	DUE DATE	DONE
Send thank-you notes to all participants, vendors, sponsors, media, and volunteers		☐
Collect attendee feedback		☐
Analyze event success		☐
Conduct a team debrief		☐
Gather all receipts and review final budget		☐
Promote the event success and share highlights with your target audience and participants		☐