



EVENT PLANNING CHECKLIST

6 to 12 Months Prior to Event

Yes	No	
		Decide event purpose (raise funds, visibility, celebration, etc.)
		Choose a theme
		Research/appoint an event coordinator/manager
		Research/select committees/chairpersons
		Chairperson forms subcommittees
		Get cost estimates (site rental, catering, sound/lights, etc.)
		Get recommendations for entertainment; hold auditions
		Get bids for entertainment
		Get bids for decorations
		Get bids for design/printing
		Finance committee drafts initial budget
		Decide on admission cost
		Create sponsorship amounts/levels
		Research/approach honourees
		Compile mailing list (individuals/businesses)
		Check proposed date for potential conflicts, finalize date in writing
		Get written contracts for site, catering etc.
		Consider pre-party event for publicity
		Invite/confirm VIPs
		Pick graphic artist; begin invitation design
		Create logo for event with graphic artist
		Order event announcements
		Set marketing/public relations schedule
		Develop press release and critical path calendar
		Select photographer; arrange for photos of VIPs, chairmen, honourees etc

		Get biographical information on VIPs, celebrities, honourees, chairmen
		Investigate need for licenses, insurance, etc.

3 to 6 Months Prior to Event

Yes	No	
		Begin monthly committee meetings
		Write/send requests for funding to major donors, corporations, sponsors
		Request logos from corporate sponsors for printing
		Review with graphic artist invitations, programs, posters, etc.
		Prepare final copy for invitations, return card, posters
		Prepare final copy for tickets
		Complete mailing lists for invitations
		Order invitations, posters, tickets, etc.
		Sign contract with entertainment
		Finalize mailing lists
		Obtain lists from honourees, VIPs
		Obtain radio/TV sponsors, public service announcements, promos
		Confirm menu
		Secure permits and insurance if required
		Get written confirmation of celebrity participation/special needs
		Finalize audio/visual contract
		Select/order trophies/awards

2 Months Prior to Event

Yes	No	
		Hold preview party to coincide with mailing of invitations; invite media
		Assemble/address invitations (with personal notes when possible)
		Mail invitations
		Distribute posters
		Finalize transportation/hotel accommodations for staff, VIPs
		Obtain contracts for decorations and rental items
		Confirm TV/radio participation

		Release press announcements about celebrities, VIPs, honourees
		Follow up to confirm sponsorships
		Obtain logos from corporate sponsors for program printing
		Review needs for signs at registration, directional, etc.
		All major chairpersons to finalize plans
		Hold walk-through of event with responsible committees
		Review/finalize budget, task sheets
		Start phone follow-up for table sponsors (corporate, VIP, committee)

1 Month Prior to Event

Yes	No	
		Phone follow-up of mailing list (ticket sales)
		Place newspaper ads, follow up with news media, on-air announcements
		Confirm staff for registration, hosting, etc.
		Write to VIPs, celebrities, program participants, confirm participation
		Complete list of contents for VIP welcome packets
		Get enlarged site plan/room diagram, assign seats/tables
		Give estimate of guests expected to caterer/food service
		Meet with all outside vendors, consultants to coordinate event
		Review script/timeline
		Continue phone follow-ups for ticket/table sales
		Continue assigning seats; set head table, speaker's platform
		Confirm transportation schedules: airlines, trains, buses, cars, limos
		Confirm hotel accommodations
		Prepare transportation and accommodations
		Confirm special security needed for VIPs, event
		Prepare welcome packet for VIPs, chairmen, and key staff
		Schedule deliveries of special equipment, rentals
		Confirm setup and tear down times with event site
		Finalize plans with party decorator
		Give caterer revised numbers
		Meet with chairpersons, key staff to finalize any of the above

1 Week Prior to Event		
Yes	No	
		Meet with all committees for last-minute details
		Finish phone follow-ups
		Confirm number attending
		Finish seating/table arrangements
		Hold training session with volunteers; finalize assignments
		Secure two or three volunteers to assist with emergencies
		Finalize registration staff
		Distribute seating chart, assignments to hosts/hostesses
		Schedule pickup or delivery of any rented or loaned equipment
		Double-check arrival time and delivery times with vendors
		Reconfirm hotel, transportation
		Deliver final scripts/ timelines to all program participants
		Finalize catering guaranteed numbers
		Confirm number of volunteers
		Make follow-up calls to news media for advance and event coverage
		Final walk-through with all personnel
		Schedule rehearsals
		Schedule volunteer assignments for day of event
		Establish amount of petty cash needed for tips and emergencies
		Write checks for payments to be made for the day of the event

1 Day Prior to Event

Yes	No	
		Lay out all clothes that you will need the day of the event
		Recheck all equipment and supplies to be brought to the event
		Have petty cash and vendor checks prepared

Event Day

Yes	No	
		Arrive early (with your change of clothes)
		Unpack equipment, supplies and make sure nothing is missing
		Be sure all VIPs are in place and have scripts
		Reconfirm refreshments/meal schedule for volunteers
		Go over all the final details with caterer and setup staff
		Check with volunteers to make sure all tasks are covered
		Setup registration area
		Check sound/light equipment and staging before rehearsal
		Hold final rehearsal