

Event Planning Checklist

These are guidelines only. Many of these activities may not apply to your event.

Event Organizer Checklist				
Action	Details	Assigned To	Deadline	Done
Room or Venue Booking				
Book Room/Venue				
Determine Room Setup				
Tables & Chairs				
Garbage Cans				
Table Linens & Skirting				
Coat Racks				
Other				
Catering				
Tea & Coffee Service				
Cake				
Breakfast				
Lunch				
Dinner				
Hors d'oeuvres				
Cutlery & China				
Napkins				
Other Catering Supplies				
AV Equipment				
Microphones and PA System				
TV/DVD Player				
Overhead Projector				
Laptop				
Other AV Equipment				
Parking				
Arrange for Additional Parking				
Parking Passes				

Event Organizer Checklist				
Action	Details	Assigned To	Deadline	Done
Alcohol				
Liquor License				
Purchase Liquor				
Serving Staff				
Glassware and Bar Equipment				
Staffing				
Security				
Event Staff				
Volunteers				
First Aid Attendants				
Entertainment				
Live Music / DJ				
Children's Entertainer				
Keynote Speaker				
Signage				
Directional Signage				
Event & Parking Signage				
Handicapped Parking Signage				
Invitations & Guest List				
Guest List				
Identify VIPs				
Develop Invitation				
Deliver Invitation				
Promotion/Announcements				
Email Announcement				
Notice Boards				
Newspaper Ads				
Media Advisory				
Media Release				

Event Organizer Checklist				
Action	Details	Assigned To	Deadline	Done
Decorations				
Flowers				
Photographic Displays				
Posters, Banners & Balloons				
Other				
Event Materials				
Program				
Schedule				
Brochure				
Tent Cards				
Nametags				
Promotional Items (giveaways, gifts, prizes)				
Speaker Gifts				
Other Materials				
Event Elements				
Speeches/Speaking Notes				
Audiovisual presentations				
Displays				
PowerPoint Presentations				
Photography				
Videography				
Other Considerations				
Accessibility				
Conflicting Events				
Wheel Chair accessible				
Post Event				
Evaluation				
Thank You Notes				
Outstanding Bill Payments				
Presentation of Event Proceeds to SH&OC				