**Event Planning Checklist**

|  |  |
| --- | --- |
| Pre-Event (3-12 months prior) | Responsibility |
| Identify a planning committee and assign roles |  |
| Determine your budget  |  |
| Identify a keynote speaker (if Applicable) |  |
| Select a date |  |
| Select and Book Venue |  |
| Seek sponsorship (if applicable) |  |
| Determine your theme (if applicable) |  |
| Create promotional material  |  |
| Draft a program for the event |  |
| Create a floorplan |  |
| Research / Book Vendors |  |
| Furniture Rental (i.e. Podium, chairs, tables) |  |
| Catering |  |
| AV (Microphone, sound, video, projection) |  |
| Décor |  |
| Florist |  |
| Entertainment |  |
| Photographer |  |
| Pre-Event (1-3 months prior) | **Responsibility** |
| Recruit volunteers |  |
| Prepare Guest List |  |
| Design and write Invitation |  |
| Create Registration page (if applicable) |  |
| Send Invitations |  |
| Confirm event program |  |
| Confirm speaker needs / requirements |  |
| Pre-Event (1 week prior) | **Responsibility** |
| Confirm all vendor bookings |  |
| Send invitation reminders with directions and parking info |  |
| Send parking passes (if necessary) |  |
| Print name tags, programs, place cards etc. |  |
| Create directional signage for on-site |  |
| Send event briefings and instructions to volunteers |  |
| Send confirmed event details to speaker |  |
| Event Day | **Responsibility** |
| Check location set-up (tables, chairs, décor etc.) |  |
| Test all AV  |  |
| Set-up registration desk |  |
| Brief all volunteers on arrival |  |
| Ensure catering and refreshments are available and ready |  |
| Greet speaker and special guests on arrival  |  |
| Ensure program is followed and keep time |  |
| Provide speakers with appropriate thank you gifts |  |
| Post-Event | **Responsibility** |
| Send individual personalized thank you notes to speakers, VIP guests and volunteers |  |
| Write a post event overview with successes, failures and recommendations for next year to be handed off to incoming exec team |  |