

Event Planning Checklist

Date(s) of Event					
Purpose					
Activity	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
On Site/Off Site Excursion					
Attendees	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Attendee Group(s)					
Number of Attendees					
Speaker(s)					
Audio Visual	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Microphone					
Podium					
Projector(s)					
Speakers/Sound System					
Video Camera(s)					
Budget	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Funding Source(s)					
Registration Payments					
Catering	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Dietary Restrictions					
Location(s)					
Meal(s)					
Menu(s)					
Lodging	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Hotel					
Rooming List					
Payor					
Printed Material	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Itinerary					
Signage					
Registration	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Online Template					
In Person Supplies					
Social Media/Website	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Social Media Platform(s)					
Website					
Special Needs	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Accessible Needs					
Closed Captioning					
Interpreter					
Mother's Room					
Swag/Gift Bags	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Give Aways					
Transportation	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Airport/Hotel					
Hotel/Venue					
To/From Excursion					
Travel/Reimbursements	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Honararium					
Travel Expenses - Attendee					
Travel Expenses - Speaker					
Venue	<u>Yes/No</u>	<u>Person Responsible</u>	<u>Date Due/Ordered</u>	<u>Completed</u>	<u>Notes</u>
Chairs/Tables/Tents					
Decorations					
Location					
Rental Fee					
Supplies					