[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Event Planning Checklist

This checklist plans [Event name] from the first decisions through the day itself and the follow-up afterwards. Work through the phases in order, and record the owner and due date for every task. The run-of-show near the end of this document is the single timetable the whole team works from on the day.

Event details

Event name: [Event name]

Event purpose: [Purpose of this event]

Event date: [Event date]

Event start and end time: [Event start and end time]

Venue: [Venue name and address for this event]

Expected attendance: [Expected number of attendees for this event]

Event owner: [Full name and job title of the event owner]

Total event budget: [Total budget for this event]

A. Foundations and budget

Done	Task	Owner	Due date
	Event objectives agreed in writing, with how success will be judged.	[Full name of the owner of this task]	[Due date for this task]
	Target audience defined and expected attendance estimated.	[Full name of the owner of this task]	[Due date for this task]
	Date, start time, and end time confirmed and checked against competing events.	[Full name of the owner of this task]	[Due date for this task]
	Budget set by cost area, with a contingency amount held back for unexpected costs.	[Full name of the owner of this task]	[Due date for this task]
	Planning team formed, with one owner for each area of the event.	[Full name of the owner of this task]	[Due date for this task]
	Key deadlines recorded on a single timeline shared with the whole team.	[Full name of the owner of this task]	[Due date for this task]

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B. Venue and suppliers

Done	Task	Owner	Due date
	Venue booked in writing, with capacity, layout, access times, and cancellation terms confirmed.	[Full name of the owner of this task]	[Due date for this task]
	Venue layout agreed, including registration area, stage or speaking area, seating, and accessible routes.	[Full name of the owner of this task]	[Due date for this task]
	Catering confirmed, including menu, dietary requirements, service times, and final headcount deadline.	[Full name of the owner of this task]	[Due date for this task]
	Audio-visual equipment booked and tested against the venue power supply and room layout.	[Full name of the owner of this task]	[Due date for this task]
	Photography or filming booked, with a clear brief on what must be captured.	[Full name of the owner of this task]	[Due date for this task]
	Decor, signage, and printed materials ordered, with delivery dates confirmed.	[Full name of the owner of this task]	[Due date for this task]
	Permits, licences, and insurance confirmed where the event requires them.	[Full name of the owner of this task]	[Due date for this task]
	Transport and parking arrangements confirmed for attendees, speakers, and suppliers.	[Full name of the owner of this task]	[Due date for this task]

C. Programme and speakers

Done	Task	Owner	Due date
	Programme drafted with session titles, timings, and breaks that allow realistic changeovers.	[Full name of the owner of this task]	[Due date for this task]
	Speakers, performers, or facilitators invited and confirmed in writing.	[Full name of the owner of this task]	[Due date for this task]
	Speaker requirements collected: presentation files, equipment needs, arrival	[Full name of the owner of this task]	[Due date for this task]

	times, and accessibility needs.		
	Host or chair briefed on introductions, timings, and how to handle overruns.	[Full name of the owner of this task]	[Due date for this task]
	Printed or digital programme prepared and proofread against the confirmed running order.	[Full name of the owner of this task]	[Due date for this task]
	Contingency plan agreed for a speaker cancellation or a session overrun.	[Full name of the owner of this task]	[Due date for this task]

D. Promotion and registration

Done	Task	Owner	Due date
	Invitation or registration page created, with date, time, venue, programme, and cost clearly stated.	[Full name of the owner of this task]	[Due date for this task]
	Invitations sent or registration opened at the planned date, with a reminder schedule set.	[Full name of the owner of this task]	[Due date for this task]
	Registration process tested end to end, including confirmation messages and cancellation.	[Full name of the owner of this task]	[Due date for this task]
	Attendee list process agreed: how names are collected, checked, and shared with the registration desk.	[Full name of the owner of this task]	[Due date for this task]
	Promotion plan running across the agreed channels, with one owner for each channel.	[Full name of the owner of this task]	[Due date for this task]
	Final headcount confirmed with the venue and caterer by their deadline.	[Full name of the owner of this task]	[Due date for this task]

E. Logistics and staffing

Done	Task	Owner	Due date
	Staff and volunteer roles assigned, with shift times and a named supervisor for each area.	[Full name of the owner of this task]	[Due date for this task]

	Registration desk plan agreed: staffing, attendee lists, badges or passes, and a separate route for walk-up attendees.	[Full name of the owner of this task]	[Due date for this task]
	Welcome materials prepared: badges, programmes, handouts, and any items for attendees.	[Full name of the owner of this task]	[Due date for this task]
	Accessibility checked: step-free access, accessible seating, hearing support, and clear signage.	[Full name of the owner of this task]	[Due date for this task]
	Safety plan agreed: first aid cover, emergency exits, evacuation procedure, and incident reporting.	[Full name of the owner of this task]	[Due date for this task]
	Supplier arrival times and contact details collected in one sheet for the day.	[Full name of the owner of this task]	[Due date for this task]
	Technology tested: internet connection, presentation equipment, microphones, and any live stream.	[Full name of the owner of this task]	[Due date for this task]

F. Final week and day-of run-of-show

Done	Task	Owner	Due date
	Final venue walkthrough completed with the venue contact and key suppliers.	[Full name of the owner of this task]	[Due date for this task]
	Final briefing held with all staff and volunteers, covering roles, timings, and who to report problems to.	[Full name of the owner of this task]	[Due date for this task]
	Venue set up checked against the agreed layout before doors open.	[Full name of the owner of this task]	[Due date for this task]
	Registration flow tested with a trial attendee before doors open.	[Full name of the owner of this task]	[Due date for this task]
	Run-of-show printed and given to every team member on the day.	[Full name of the owner of this task]	[Due date for this task]

Run-of-show

The run-of-show below is the timetable for the day. Add or remove rows to match the programme, and give every team member the final version before doors open.

[Company name]

Time	Activity	Person responsible	Notes
[Time of activity 1]	[Activity 1]	[Full name of the person responsible for activity 1]	[Notes on activity 1]
[Time of activity 2]	[Activity 2]	[Full name of the person responsible for activity 2]	[Notes on activity 2]
[Time of activity 3]	[Activity 3]	[Full name of the person responsible for activity 3]	[Notes on activity 3]
[Time of activity 4]	[Activity 4]	[Full name of the person responsible for activity 4]	[Notes on activity 4]
[Time of activity 5]	[Activity 5]	[Full name of the person responsible for activity 5]	[Notes on activity 5]
[Time of activity 6]	[Activity 6]	[Full name of the person responsible for activity 6]	[Notes on activity 6]

G. After the event

Done	Task	Owner	Due date
	Venue cleared, hired items returned, and any damage or loss reported to the venue.	[Full name of the owner of this task]	[Due date for this task]
	Thank-you messages sent to speakers, suppliers, volunteers, and sponsors.	[Full name of the owner of this task]	[Due date for this task]
	Attendee feedback collected and reviewed against the event objectives.	[Full name of the owner of this task]	[Due date for this task]
	Final costs reconciled against the budget, with variances explained.	[Full name of the owner of this task]	[Due date for this task]
	Event report written, recording attendance, results, problems, and recommendations for next time.	[Full name of the owner of this task]	[Due date for this task]
	Materials and contacts filed so the next event does not start from scratch.	[Full name of the owner of this task]	[Due date for this task]

Contingency notes

If attendance is far higher than expected: [Action to take if attendance is far higher than expected]

If a key supplier fails: [Action to take if a key supplier fails]

If equipment fails on the day: [Action to take if equipment fails on the day]

If the event must be postponed: [Action to take if the event must be postponed]

[Company name]

Sign-off

Prepared by: [Full name and job title of the person who prepared this document]

Date prepared: [Date this document was prepared]

Approved by: [Full name and job title of the person who approved this document]

Date approved: [Date this document was approved]