[Company name]

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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]

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,	[Full name of the owner of this task]	[Due date for this task]

	and suppliers.		

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 times, and accessibility needs.	[Full name of the owner of this task]	[Due date for this task]
	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	[Full name of the owner of this task]	[Due date for this task]

	messages and cancellation.		
	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	[Full name of the owner	[Due date for this task]

	contact details collected in one sheet for the day.	of 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.

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	[Notes on activity 4]

		responsible for 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]