

The Ultimate Event Planning Checklist

Print off this checklist and use it to remember everything you need to leading up to your event!

	Done	Person Responsible	Due Date
<i>46 months ahead</i>			
Establish your event goals and objectives	<input type="radio"/>		
Determine your budget range	<input type="radio"/>		
Select your preferred dates	<input type="radio"/>		
Determine your preferred venue(s)	<input type="radio"/>		
Collect venue and partner cost estimates	<input type="radio"/>		
Determine any needed room rentals	<input type="radio"/>		
Identify travel & accommodation arrangements	<input type="radio"/>		
Preferred food and beverage vendors	<input type="radio"/>		
Collect venue and partner cost estimates	<input type="radio"/>		
Request an event committee	<input type="radio"/>		
Create a brand for your event <ul style="list-style-type: none"><input type="radio"/> Logo<input type="radio"/> Tagline<input type="radio"/> Website	<input type="radio"/>		
Determine a plan and timeline for print <ul style="list-style-type: none"><input type="radio"/> Save the dates<input type="radio"/> Invitations<input type="radio"/> Thank you notes<input type="radio"/> Signage<input type="radio"/> Step and repeat<input type="radio"/> Guest book	<input type="radio"/>		

4-6 months ahead

Continued...

Done

Person Responsible

Due Date

Identify and contact people involved

- Day-of coordinators
- Musician/DJ
- Vendor liaison
- Photographer
- Caterer
- Florist

Finalize any contracts if necessary

2-4 months ahead

Venue and logistics planning

- Determine and arrange venue details
- Seating arrangements
- Signage

Investigate the need for any special permits etc.

Create an event timeline

Send save the dates

Preferred food and beverage vendors

0-1 month ahead

Confirm final budget

Brief your team on event duties and timelines

Finalize your seating plan

Update final budget

day of the event

Done

Person Responsible

Due Date

Event day-of coordination

- Set-up
- Timeline communication
- Event schedule
- Take down



after the event

Send thank-you's and acknowledgement

- Sponsors
- Volunteers
- Speakers/presenters
- Donors
- Guests



contact@myeventbuddee.com



myeventbuddee.com

Thank you

We hope you found this checklist helpful in getting started with event planning. Use this as a starting point to identify or assign activities to various volunteers or staff; or print this off so you can literally check-off items as they are assigned or accomplished.

love, your event buddee