[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. 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: [ ] Event objectives agreed in writing, with how success will be judged.

[ ] Target audience defined and expected attendance estimated. **Owner:** _____ **Due date:** _____

[ ] Date, start time, and end time confirmed and checked against competing events.

[ ] Budget set by cost area, with a contingency amount held back for unexpected costs.

[ ] Planning team formed, with one owner for each area of the event.

[ ] Key deadlines recorded on a single timeline shared with the whole team.

B. Venue and suppliers: [ ] Venue booked in writing, with capacity, layout, access times, and cancellation terms confirmed.

[ ] Venue layout agreed, including registration area, stage or speaking area, seating, and accessible routes.

[ ] Catering confirmed, including menu, dietary requirements, service times, and final headcount deadline.

[ ] Audio-visual equipment booked and tested against the venue power supply and room layout.

[ ] Photography or filming booked, with a clear brief on what must be captured.

[ ] Decor, signage, and printed materials ordered, with delivery dates confirmed.

[ ] Permits, licences, and insurance confirmed where the event requires them. **Owner:** _____ **Due date:** _____

[ ] Transport and parking arrangements confirmed for attendees, speakers, and suppliers.

C. Programme and speakers: [ ] Programme drafted with session titles, timings, and breaks that allow realistic changeovers.

[ ] Speakers, performers, or facilitators invited and confirmed in writing. **Owner:** _____ **Due date:** _____

[ ] Speaker requirements collected: presentation files, equipment needs, arrival times, and accessibility needs.

[ ] Host or chair briefed on introductions, timings, and how to handle overruns.

[ ] Printed or digital programme prepared and proofread against the confirmed running order.

[ ] Contingency plan agreed for a speaker cancellation or a session overrun.

D. Promotion and registration: [ ] Invitation or registration page created, with date, time, venue, programme, and cost clearly stated.

[ ] Invitations sent or registration opened at the planned date, with a reminder schedule set.

[ ] Registration process tested end to end, including confirmation messages and cancellation.

[ ] Attendee list process agreed: how names are collected, checked, and shared with the registration desk.

[ ] Promotion plan running across the agreed channels, with one owner for each channel.

[ ] Final headcount confirmed with the venue and caterer by their deadline. **Owner:** _____ **Due date:** _____

E. Logistics and staffing: [ ] Staff and volunteer roles assigned, with shift times and a named supervisor for each area.

[ ] Registration desk plan agreed: staffing, attendee lists, badges or passes, and a separate route for walk-up attendees.

[ ] Welcome materials prepared: badges, programmes, handouts, and any items for attendees.

[ ] Accessibility checked: step-free access, accessible seating, hearing support, and clear signage.

[ ] Safety plan agreed: first aid cover, emergency exits, evacuation procedure, and incident reporting.

[ ] Supplier arrival times and contact details collected in one sheet for the day. **Owner:** _____ **Due date:** _____

[ ] Technology tested: internet connection, presentation equipment, microphones, and any live stream.

F. Final week and day-of run-of-show: [ ] Final venue walkthrough completed with the venue contact and key suppliers.

[ ] Final briefing held with all staff and volunteers, covering roles, timings, and who to report problems to.

[ ] Venue set up checked against the agreed layout before doors open.

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[ ] Registration flow tested with a trial attendee before doors open.

[ ] Run-of-show printed and given to every team member on the day. **Owner:** _____ **Due date:** _____

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 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: [ ] Venue cleared, hired items returned, and any damage or loss reported to the venue.

[ ] Thank-you messages sent to speakers, suppliers, volunteers, and sponsors.

[ ] Attendee feedback collected and reviewed against the event objectives.

[ ] Final costs reconciled against the budget, with variances explained. **Owner:** _____ **Due date:** _____

[ ] Event report written, recording attendance, results, problems, and recommendations for next time.

[ ] Materials and contacts filed so the next event does not start from scratch.

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]

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]