Event Planning Checklist

Weddings, events and hosting | Letter | Print at 100% or Actual size, never Fit to page

8 weeks before

- ☐ Set the goal and the budget
- ☐ Pick a date and a venue
- ☐ Make the guest list
- ☐ Book the venue and the caterer
- ☐ Hire the AV and the photographer
- ☐ Start a run sheet
- ☐
- ☐

4 weeks before

- ☐ Send the invitations
- ☐ Confirm the speakers or hosts
- ☐ Order the food and drinks
- ☐ Plan the seating or layout
- ☐ Book transport and parking
- ☐ Buy the decorations
- ☐ Set up the registration list
- ☐
- ☐

1 week before

- ☐ Confirm every supplier
- ☐ Do a walk-through of the venue
- ☐ Test the sound and the projector
- ☐ Print the name badges
- ☐ Prepare the welcome packs
- ☐ Brief the helpers
- ☐ Charge every device
- ☐
- ☐

On the day

- ☐ Arrive early and check the setup

- ☐ Greet the guests
- ☐ Follow the run sheet
- ☐ Take photos and notes
- ☐ Thank the speakers and helpers
- ☐ Pack up and do a final check
- ☐
- ☐