



# 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 | Approx. Hours To Complete | Due |
|--------------------------------------------------------|--------------------------|--------------------|---------------------------|-----|
| <b>4-6 Months Ahead of Event</b>                       |                          |                    |                           |     |
| Establish your event goals and objectives              | <input type="checkbox"/> |                    |                           |     |
| Select the date                                        | <input type="checkbox"/> |                    |                           |     |
| Identify venue and negotiate details                   | <input type="checkbox"/> |                    |                           |     |
| Develop an event master plan                           | <input type="checkbox"/> |                    |                           |     |
| Get cost estimates                                     | <input type="checkbox"/> |                    |                           |     |
| <input type="checkbox"/> Room rental                   |                          |                    |                           |     |
| <input type="checkbox"/> Food and beverages            |                          |                    |                           |     |
| <input type="checkbox"/> Equipment                     |                          |                    |                           |     |
| <input type="checkbox"/> Speaker fees                  |                          |                    |                           |     |
| <input type="checkbox"/> Travel for staff insurance    |                          |                    |                           |     |
| Create an event budget                                 | <input type="checkbox"/> |                    |                           |     |
| Recruit an event committee                             | <input type="checkbox"/> |                    |                           |     |
| Brand your event                                       | <input type="checkbox"/> |                    |                           |     |
| <input type="checkbox"/> Logo                          |                          |                    |                           |     |
| <input type="checkbox"/> Tagline                       |                          |                    |                           |     |
| <input type="checkbox"/> Website                       |                          |                    |                           |     |
| <input type="checkbox"/> Marketing material            |                          |                    |                           |     |
| Create and launch publicity plan                       | <input type="checkbox"/> |                    |                           |     |
| Identify and confirm speakers /presenters/entertainers | <input type="checkbox"/> |                    |                           |     |



# Event Management Plan Checklist And Guide

**Patricia Bye**



## **Event Management Plan Checklist And Guide:**

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