

EVENT CHECKLIST

How to use this template: Using this template is quite simple. Replace the header with the event you are planning. Add any specific tasks in to the three planning areas: before, during, and after (example: Print guest list, check in guests, track how many attendees). Some examples have been provided already.

Event Name:

Host Name:

Date:

Time of the Event:

Terms defined: **Leads** are the team leader unless otherwise noted. **Names** are the names of the people completing the task, such as volunteers. Contact the individuals who are assigned these tasks if you have questions, and the leader if you can't reach the team member.

BEFORE (24 hours prior)	Lead	Names	Complete
Confirm a setup team has been established			
Confirm with venue when setup team will arrive			
Get name tags/print name tags			
Work with venue on providing Audio/video support			
Establish who will be checking people in (x 2)			
Confirm with auctioneer/speaker when they will arrive			
Establish who will help set the room, bar, and food areas			
Establish floaters to help fill gap areas (x 2 event team)			
Electronic equipment functional			
Pay staff/venue/related bills			
DURING			
Sound and video check			
Special decoration check			
Food and beverages			
Check-in table (x 2)			
Provide intro to event			
Mingle with the attendees			
Take photos / Video			
Set up decorations			
For auctions, accept payments			
AFTER			
Make sure the area is cleaned up before departure			
Make sure all electronics/chargers are returned			
Collect attendee evaluations (iWeb survey)			
Compile data from the event			
Write thank you notes for attendees			
Evaluate effectiveness of the event (debrief meeting)			
Track revenue			

Panelists or Special Guests

Registration link:

Special promo link:

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