

A graphic of a clipboard with a white sheet of paper. The paper has a title 'Event Planning Checklist' and a list of 14 items, each preceded by a checkmark icon. The clipboard has a pink tab on the left and a purple tab on the right. A white rectangular label is attached to the top center of the clipboard.

Event Planning Checklist

- ✓ Venue
- ✓ Event agenda
- ✓ Catering
- ✓ Marketing and promotion
- ✓ Registration and tickets
- ✓ Event staff
- ✓ Branding
- ✓ Sponsors and exhibitors
- ✓ Speakers or entertainers
- ✓ Event technology
- ✓ Permits or licenses
- ✓ Accessibility
- ✓ Health and safety
- ✓ Security

Event Planning Guide Checklist

Wolfgang Guggemos

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

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