

Event Checklist

Name of Event:

Action Item	Date Completed
Determine the goals and objectives of the event	
Decide who should attend	
Determine Budget for the event	
Outline an agenda and timeline for the event	
Identify Possible dates and check calendars	
Determine when Save the Dates and Invitations should be sent out	
Select Menu	
Determine Audio Visual Needs	
Determine Transportation options, needs and directions	
Let attendees know the dress code for the event	
Let Caterer know the final number of RSVP's for event	
Prepare Nametags	
Determine what you need the day of event (tip money, emergency kit, guest list, nametags, gift for host)	
Who will be "working" the event? What are their jobs?	
Will someone be taking pictures at this event?	
Call Speaker, Venue to Confirm	
Send out a reminder to attendees	
Follow Up with Attendees after event (collect feedback)	
Follow Up with Host After Event (collect feedback)	
Send Thank you Notes	
Update Budget	
Pay Bills	