Event To-do Checklist

- [ ] Identify your needs and purpose of having an event
- [ ] Make a budget maximum to guide your planning
- [ ] Select Event type based on purpose and budget
- [ ] Determine date & time
- [ ] Find an appropriate venue within your budget
- [ ] Brainstorm ideas of what content you want to include
- [ ] Research and contact speaker or vendors you would like to include
- [ ] Get quotes and determine what content you can fiscally include
- [ ] Specify your target audience(s)
- [ ] Set-up an attendee registration process
- [ ] Create printed and website marketing and disburse your event details
- [ ] Determine and contact any businesses for collaboration or sponsorships
- [ ] Finalize all details regarding audiovisual, decor, food/beverage, entertainment, etc
- [ ] Coordinate any volunteers to help with the event onsite
- [ ] Keep all confirmed detail communications, along with a master schedule, together for onsite ease, verification and contacts
- [ ] Set-up post-event evaluation and collect results to improve your next event

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