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