Event To-do Checklist

\bigcirc	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