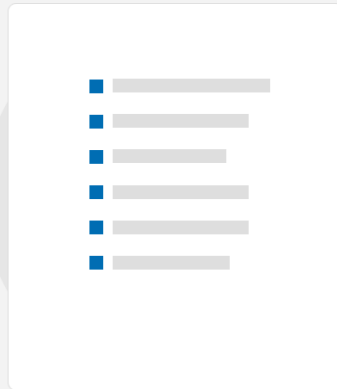# Event planning checklist

However big or small your event is going to be, planning it will follow the same general pattern – and include some common pitfalls!

- [ ] 1. Make sure your objectives are clear
- [ ] 2. Make sure you have plenty of time
- [ ] 3. Plan out the work – and delegate!
- [ ] 4. Practical considerations
- [ ] 5. Bookings, permissions and licences
- [ ] 6. Make a budget for the event
- [ ] 7. Publicity
- [ ] 8. Plan in detail
- [ ] 9. On the day
- [ ] 10. Afterwards