

2018 Small Business Saturday Event Planning Checklist

A simple free checklist for planning a small business Saturday event on November 24. Print, save or download for free.



- ☐ Title and describe event.
- ☐ Set a time.
- ☐ Who can assist or h
- ☐ Make a promotion tactics checklist
- ☐ Make a guest list.
- ☐ Create an event needs checklist.
- ☐ Set a budget.
- ☐ Send out invites.