

Event Planning Checklist

A simple worksheet for planning a small event from start to finish.

Event details

Event name: _____

Date: _____

Location: _____

Guest count: _____

Budget: \$ _____

4-6 weeks before

- ☐ Choose the event goal and format
- ☐ Set the budget
- ☐ Choose a date and location
- ☐ Create a guest list
- ☐ Book key vendors or services

2-3 weeks before

- ☐ Send invitations
- ☐ Plan food and refreshments
- ☐ Confirm equipment and supplies
- ☐ Create a simple schedule
- ☐ Prepare signage or printed materials

Final 7 days

- ☐ Confirm guest count
- ☐ Reconfirm venue and vendors
- ☐ Buy remaining supplies
- ☐ Prepare check-in materials
- ☐ Send a reminder to guests

Event day

- ☐ Arrive early
- ☐ Set up seating, signage, and supplies
- ☐ Test equipment
- ☐ Review the schedule
- ☐ Keep a backup plan ready

After the event

- ☐ Clean up and return rented items
- ☐ Review final expenses
- ☐ Send thank-you messages
- ☐ Save notes for the next event

Notes