

# Event Planning Checklist

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*Use the following as a starting point to develop a checklist that is appropriate for the type and scale of event you are hosting:*

- Fundraising goal
- Budget
- Audience (invitation-only, general public, etc.)
- Venue
- Number of attendees
- Type of invitation (elegant, simple, flyer, online)
- Admission (ticket, free)
- Sponsorships
- Photographer/videographer
- Save-the-date card
- Printed program
- Publicity/press
- Staffing
- Schedule of activities
- Seating plans/table schematics
- Rentals (tables, chairs, linens, stage, equipment, umbrellas, generator, tents)
- AV and other technical equipment (lighting, sound, video, two-way radios, webcast)
- Stage/podium
- Parking/valet
- Security/fire marshal
- Limos for VIP guests/speakers
- Signs/banners
- Décor
- Florist
- Caterer/bar
- Check-in tables/coat check
- Handouts/gifts
- Cleanup crew