

Event Planning Checklist Template

 Show only Checklist

Display Style
Default 

Event Concept & Budgeting

Defining the event's purpose, theme, and establishing a detailed budget.

Event Name

Write something...

Event Description / Purpose

Write something...



Estimated Guest Count

Enter a number...

Total Budget Allocation

Enter a number...

Target Event Date

Enter date...

Event Type

- Wedding
- Corporate
- Birthday
- Conference
- Other

Budget for Venue

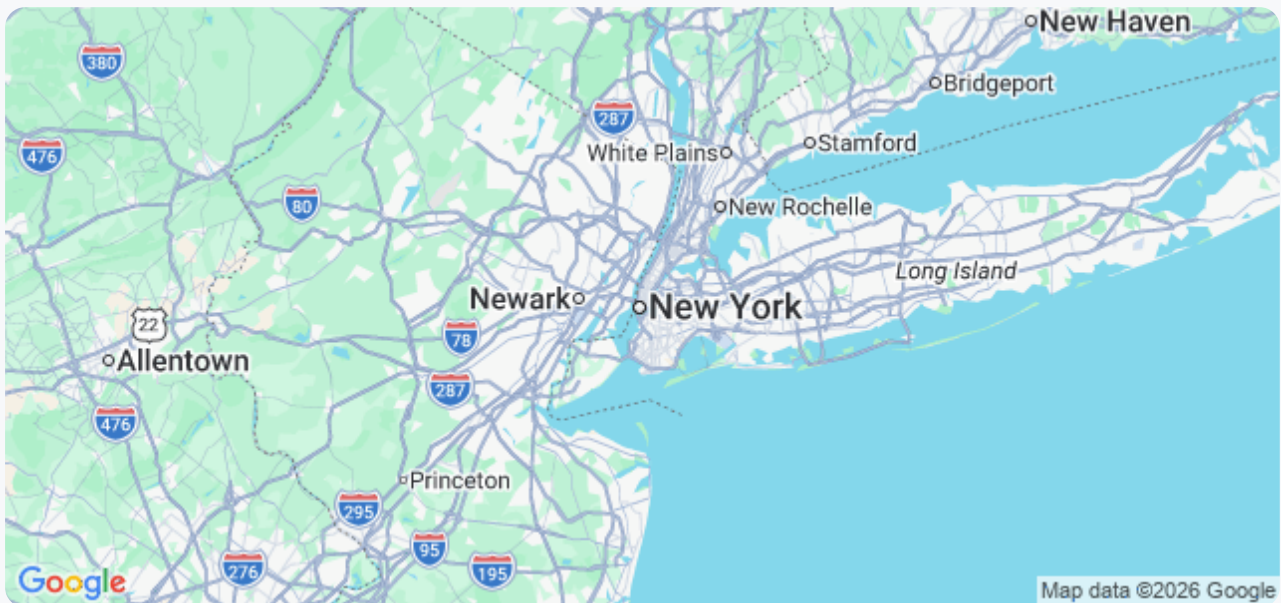
Enter a number...

Venue Selection & Logistics

Finding and securing the perfect venue, considering capacity, accessibility, and necessary amenities.

Venue Address

 [Set My Current Location](#)



Venue Capacity (Max)

Enter a number...

Venue Booking Date

Enter date...

Venue Type

- Hotel Ballroom
- Restaurant
- Outdoor Space
- Event Hall
- Other

Available Amenities

- AV Equipment
- Wi-Fi
- Parking
- Kitchen Access
- Stage

Venue Notes/Specific Requirements

Write something...

Vendor Management

Researching, booking, and coordinating with all vendors (catering, entertainment, decor, etc.).

Caterer Selected?

Yes

No

Caterer Contact Information

Write something...

Entertainment Booked?

Yes

No

Entertainment Fee (USD)

Enter a number...

Vendor Contracts

 Upload File

Vendor Contract Deadline

Enter date...

Photographer Confirmed?

Yes

No

Special Vendor Requirements/Notes

Write something...

Legal & Permits

Ensuring all necessary permits, licenses, and insurance are in place.

Event Organizer Legal Name

Write something...

Permit Application Submission Date

Enter date...

Type of Permit Required (e.g., Alcohol, Noise, Assembly)

- Alcohol Permit
- Noise Permit
- Assembly Permit
- Street Closure Permit
- Fire Safety Permit

Estimated Attendance

Enter a number...

Insurance Coverage Type

- General Liability
- Liquor Liability
- Event Cancellation

Description of Event Activities (for permit application)

Write something...

Copy of Event Insurance Certificate

 Upload File

Permit Expiration Date

Enter date...

Marketing & Promotion

Creating and executing a marketing plan to reach the target audience.

Social Media Budget

Enter a number...

Primary Marketing Channel

- Social Media
- Email Marketing
- Paid Advertising
- Public Relations

Social Media Platforms to Use

- Facebook
- Instagram
- Twitter
- LinkedIn
- TikTok

Marketing Campaign Start Date

Enter date...

Marketing Message / Key Points

Write something...

Marketing Graphics/Visuals (e.g., event poster)

 Upload File

Guest Management

Handling invitations, RSVPs, and guest communication.

Estimated Guest Count

Enter a number...

RSVP Deadline

Enter date...

RSVP Method

- Email
- Phone
- Online Form
- Mail

Dietary Restrictions (Guest)

- Vegetarian
- Vegan
- Gluten-Free
- Allergies (Specify in LONG_TEXT)

Specify Allergies (if selected)

Write something...

Accessibility Needs (Guest)

- Wheelchair Access
- Visual Impairment
- Hearing Impairment
- None

Contact Person (for Guest Questions)

Write something...

Final Guest Count Confirmation Date

Enter date...

Timeline & Scheduling

Developing a detailed timeline for all tasks leading up to and during the event.

Venue Booking Deadline

Enter date...

Number of Invitations to Send

Enter a number...

Invitation Send-Out Date

Enter date...

RSVP Deadline

Enter date...

Vendor Setup Start Time

Enter time...

Final Vendor Confirmation Date

Enter date...

Key Milestone 1 Notes (e.g., Catering Menu Selection)

Write something...

Event Day - Arrival of Entertainment

Enter date...

Setup & Decor

Planning and executing the setup of the venue, including decorations and staging.

Table Centerpiece Style


- Floral Arrangements
- Candles
- Themed Props
- Minimalist Decor

Number of Balloons

Lighting Type

- String Lights
- Uplighting
- Spotlights
- Lanterns

Decor Inspiration Image

 Upload File

Detailed Decor Instructions

Write something...

Number of Chair Covers

Enter a number...

Theme Consistency Check

- Consistent
- Minor Adjustments Needed
- Significant Adjustments Needed

Event Day Execution

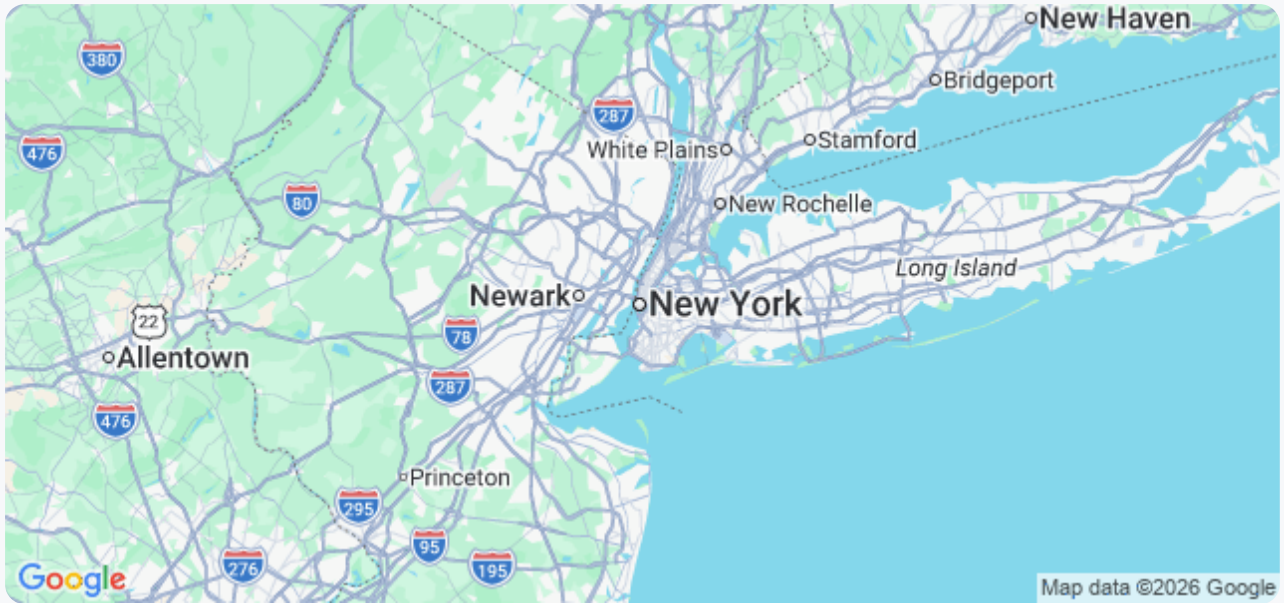
Managing the event flow, overseeing staff, and ensuring guest satisfaction.

Arrival Time of Key Staff

Enter time...

Vendor Staging Area Confirmed?

 Set My Current Location



Guest Count (Actual)

Enter a number...

Sound/AV Equipment Check

- Microphones
- Speakers
- Projector
- Lighting

Bar Service Status

- Ready
- Pending
- Issue

Notes/Incidents During Event

Write something...

Food Service Status

- On Time
- Delayed
- Issue

Post-Event Wrap-Up

Reviewing event success, gathering feedback, and finalizing payments.

Total Event Expenses

Enter a number...

Total Revenue Generated

Enter a number...

Profit/Loss

Enter a number...

Vendor Performance Feedback

Write something...

Guest Feedback Summary

Write something...

What worked well?

- Venue
- Catering
- Entertainment
- Marketing
- Staffing
- Other

Areas for Improvement

- Venue
- Catering
- Entertainment
- Marketing
- Staffing
- Other

Final Payment Due Date

Enter date...