



Fashion Show Planning Checklist Template 2026: Model Casting, Runway Logistics & Backstage Management

Pre-Production & Concept Development

Defining the show theme, seasonal collection focus, budget allocation, and establishing the production timeline for 2026.

Show Theme Name

Write something...

Creative Concept Overview

Write something...

Event Date

Enter date...

Total Production Budget

Event Scale

- ☐ Intimate/Private Showcase
- ☐ Mid-Sized Runway
- ☐ Large Scale/Mass Media Event

Mood Board

 Upload File

Model Casting & Talent Management

Organizing casting calls, managing model portfolios, finalizing walk training, and coordinating hair and makeup artist schedules.

Casting Call Date

Model Category

- ☐ Runway Model
- ☐ Editorial Model
- ☐ Fit Model
- ☐ Hand/Accessory Model

Model Name

Write something...

Required Skills

- ☐ Catwalk Experience
- ☐ Commercial Acting
- ☐ Pose Mastery
- ☐ Social Media Presence

Digital Portfolio / Comp Card

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Talent Notes & Measurements

Write something...

Talent/Agency Agreement Approval

Venue & Runway Logistics

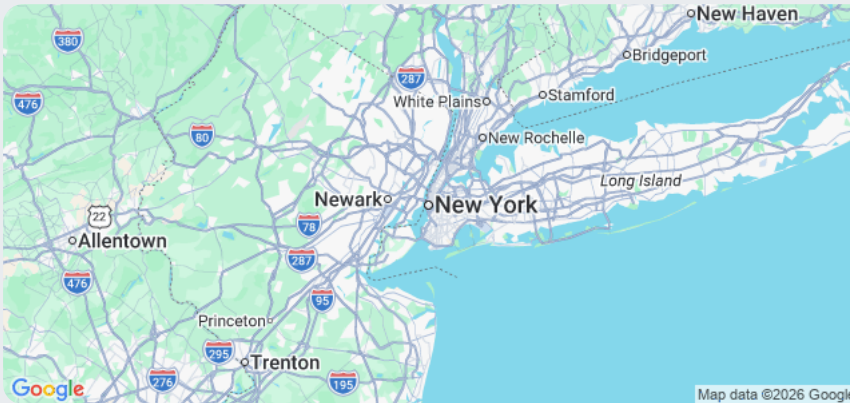
Securing the location, designing the runway layout, managing lighting design, sound engineering, and seating arrangements for VIPs.

Venue Name

Write something...

Venue Address

 [Set My Current Location](#)



Event Date

Enter date...

Runway Type

- ☐ Classic T-Shape
- ☐ U-Shape
- ☐ Straight Walkway
- ☐ Circular/Rotating

Required AV Equipment

- ☐ Professional Lighting Rig
- ☐ Sound System/Speakers
- ☐ LED Backdrop/Screens
- ☐ Fog/Smoke Machines
- ☐ Microphones

Floor Plan & Seating Chart

 Upload File

Estimated Guest Capacity

Enter a number...

Designer & Collection Coordination

Managing garment arrivals, garment steaming/pressing, lookbook alignment, and coordinating with stylists for outfit sequences.

Collection Name

Write something...

Garment Delivery Deadline

Enter date...

Required Garment Accessories

- ☐ Footwear
- ☐ Jewelry
- ☐ Handbags
- ☐ Headwear
- ☐ Eyewear

Lookbook/Digital Line Sheet

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Total Number of Looks

Enter a number...

Collection Status

- ☐ In Production
- ☐ Ready for Fitting
- ☐ Completed
- ☐ Delayed

Backstage & Dressing Room Management

Setting up dressing stations, managing garment racks, organizing quick-change areas, and ensuring backstage security and access control.

Dressing Room Assignment ID

Write something...

Required Backstage Equipment

- ☐ Garment Racks
- ☐ Full-length Mirrors
- ☐ Steamer/Iron
- ☐ Mannequins
- ☐ Hangers & Clips

Setup Completion Date

Enter date...

Backstage Call Time

Enter time...

Model Lookbook & Sequence PDF

 Upload File

Backstage Manager Approval

Hair, Makeup & Styling Execution

Coordinating beauty technicians, managing product supplies, overseeing look consistency, and managing the beauty application timeline.

Lead Makeup Artist Assigned

- ☐ Yes
- ☐ No

Beauty Trial Date

Enter date...

Required Styling Kits

- ☐ Hair Sprays & Serums
- ☐ Foundations & Concealers
- ☐ Setting Sprays
- ☐ Brushes & Applicators
- ☐ Hair Styling Tools

Makeup & Hair Look Descriptions

Write something...

Approved Mood Board

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Estimated Number of Models requiring styling

Enter a number...

Technical Production & AV

Managing runway audio tracks,-lighting cues, visual backdrops, and coordinating with the technical crew for seamless transitions.

Audio Track Name

Audio Files/Score

 Upload File

Technical Rehearsal Date

Required AV Equipment

- ☐ LED Screen/Backdrop
- ☐ Fog/Smoke Machine
- ☐ Follow Spots
- ☐ Wireless Microphones
- ☐ Subwoofers
- ☐ DMX Lighting Controller

Lighting Preset Mode

- ☐ Dramatic/High Contrast
- ☐ Bright/Full Wash
- ☐ Atmospheric/Mood

Lighting & Visual Cues

Write something...

Marketing, PR & Media Relations

Managing press invites, photographer accreditation, social media live-streaming setup, and influencer/celebrity guest management.

Press Release Title

Write something...

Media Invite Description

Write something...

Media Release Date

Enter date...

Target Media Channels

- ☐ Fashion Magazines
- ☐ Lifestyle Blogs
- ☐ Social Media Influencers
- ☐ Television/Broadcast News
- ☐ Industry Trade Publications

Press Kit Assets

 Upload File

Campaign Status

- ☐ Drafting
- ☐ Outreach in Progress
- ☐ Distributed
- ☐ Completed

Front of House & Guest Experience

Managing guest check-in, VIP seating assignments, program distribution, and managing event staff/ushers.

VIP Guest List Name

Write something...

Event Check-in Date

Enter date...

Doors Opening Time

Enter time...

Seating Zone Assignment

- ☐ Front Row VIP
- ☐ Reserved Section
- ☐ General Admission
- ☐ Press/Media Pit

Guest Special Requirements

- ☐ Dietary Restrictions
- ☐ Accessibility Needs
- ☐ VIP Gift Bag Required
- ☐ Press Credentials Required

Digital Guest List / RSVP Export

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Incident or Feedback Notes

Write something...

Post-Show Wrap-up & Evaluation

Managing garment returns, talent payments, media coverage analysis, and post-event debriefing for 2026 performance metrics.

Event Completion Date

Enter date...

Total Production Cost

Enter a number...

Post-Show Tasks Completed

- ☐ Garment Return to Designers
- ☐ Vendor Payments Processed
- ☐ Media Coverage Report Compiled
- ☐ Equipment Rental Returns
- ☐ Talent/Model Invoices Settled

Post-Event Performance Analysis

Write something...

Final Event Analytics & Media Report

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Project Manager Approval

< Previous

> Next

✓ Finish

 Generate Sample Report