



Resident Event Planning Checklist for Property Management

Event Concept & Goals

Define the event's purpose, target audience, and desired outcomes.

Event Theme/Concept Description

Write something...

Primary Event Goal (Choose One)

- ☐ Community Building
- ☐ Resident Engagement
- ☐ Brand Awareness
- ☐ Seasonal Celebration
- ☐ Other

Target Resident Attendance

Enter a number...

Desired Outcomes (Select all that apply)

- ☐ Increased Resident Satisfaction
- ☐ Improved Resident Retention
- ☐ Enhanced Property Image
- ☐ Gather Resident Feedback

Target Event Date (Initial Planning)

Enter date...

Budget & Resources

Establish a budget, secure necessary funding, and identify required personnel/equipment.

Total Budget Allocation

Enter a number...

Estimated Attendance (for food/beverage)

Enter a number...

Funding Source

- ☐ Property Management Budget
- ☐ Resident Activity Fund
- ☐ Sponsorship

Food & Beverage Budget

Enter a number...

Entertainment Budget

Enter a number...

Marketing & Promotion Budget

Enter a number...

Supplies & Decorations Budget

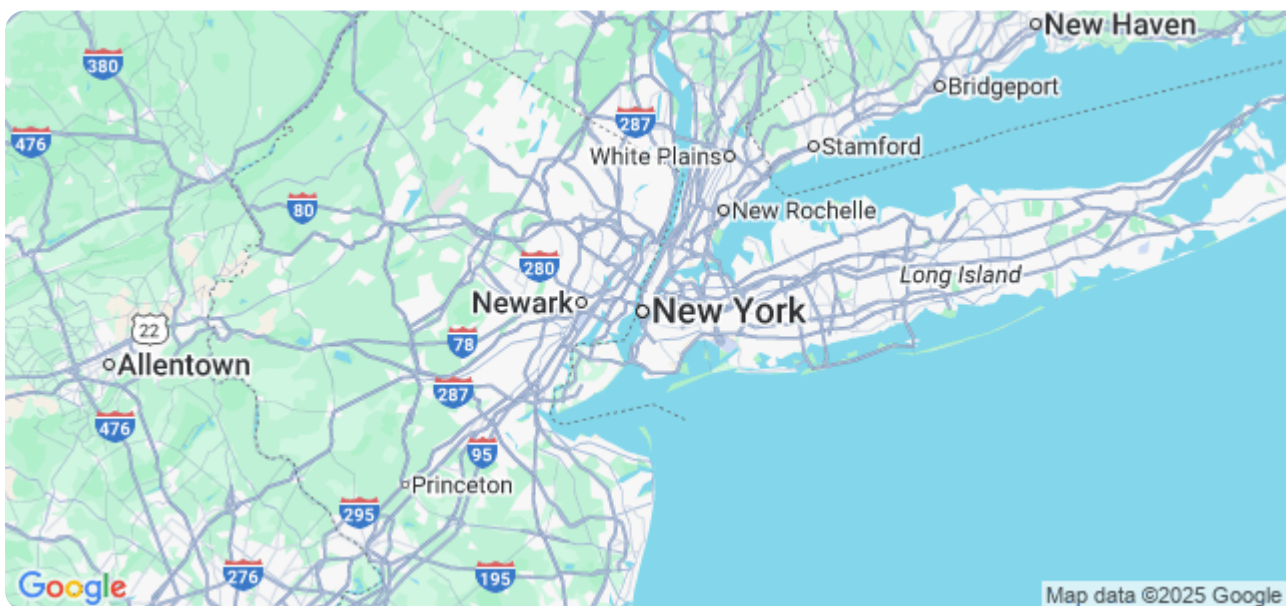
Enter a number...

Venue & Logistics

Select a suitable venue, confirm availability, and arrange for essential logistics (tables, chairs, power, etc.).

Venue Address

 [Set My Current Location](#)



Venue Booking Date

Enter date...

Venue Setup Time

Maximum Occupancy Allowed

Enter a number...

Venue Type

- ☐ Clubhouse
- ☐ Outdoor Patio
- ☐ Community Room
- ☐ Other

Number of Tables Required

Enter a number...

Number of Chairs Required

Enter a number...

Audio/Visual Equipment Needed?

- ☐ Yes
- ☐ No

Marketing & Promotion

Develop a marketing plan to promote the event to residents and track RSVP's.

Communication Channel(s)

- ☐ Email
- ☐ Community Bulletin Board
- ☐ Resident Portal
- ☐ Social Media (if applicable)

Event Description for Promotion

Write something...

RSVP Deadline (Days Before Event)

Enter a number...

Promotion Start Date

Enter date...

Marketing Materials

- ☐ Flyer
- ☐ Email Template
- ☐ Social Media Graphics

Promotional Flyer (Upload)

 Upload File

Marketing Priority

- ☐ High
- ☐ Medium
- ☐ Low

Activities & Entertainment

Plan engaging activities, entertainment, and food/beverage options.

Event Theme (Optional)

- ☐ No Theme
- ☐ Holiday
- ☐ Seasonal
- ☐ Games & Activities
- ☐ Food Focused
- ☐ Movie Night

Entertainment Options

- ☐ DJ
- ☐ Live Band
- ☐ Games (e.g., Cornhole, Giant Jenga)
- ☐ Face Painter
- ☐ Magician
- ☐ Karaoke
- ☐ Movie Screening

Estimated Attendance

Enter a number...

Detailed Activity Descriptions

Write something...

Food/Beverage Style

- ☐ Light Refreshments
- ☐ Potluck
- ☐ Catered Meals
- ☐ Food Trucks

Permits & Insurance

Obtain necessary permits and ensure adequate insurance coverage.

Event Permit Required?

- ☐ Yes
- ☐ No

Alcohol Permit Required?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Permit Type (if applicable)

Write something...

Permit Number (if applicable)

Enter a number...

Permit Expiration Date (if applicable)

Enter date...

Insurance Coverage Reviewed?☐

Yes

☐

No

Insurance Policy Number

Enter a number...

Volunteer Coordination

Recruit, train, and schedule volunteers to assist with event operations.

Number of Volunteers Needed

Enter a number...

Volunteer Roles Available

- ☐ Setup Crew
- ☐ Registration
- ☐ Activity Facilitators
- ☐ Cleanup Crew

Volunteer Training Instructions

Write something...

Volunteer Training Date

Enter date...

Volunteer Training Time

Volunteer Skillsets (Select all that apply)

- ☐ Customer Service
- ☐ Event Setup
- ☐ First Aid/CPR
- ☐ Childcare
- ☐ Food Handling

Volunteer Agreement Signature

Setup & Breakdown

Plan for event setup and breakdown procedures, including timeline and responsible parties.

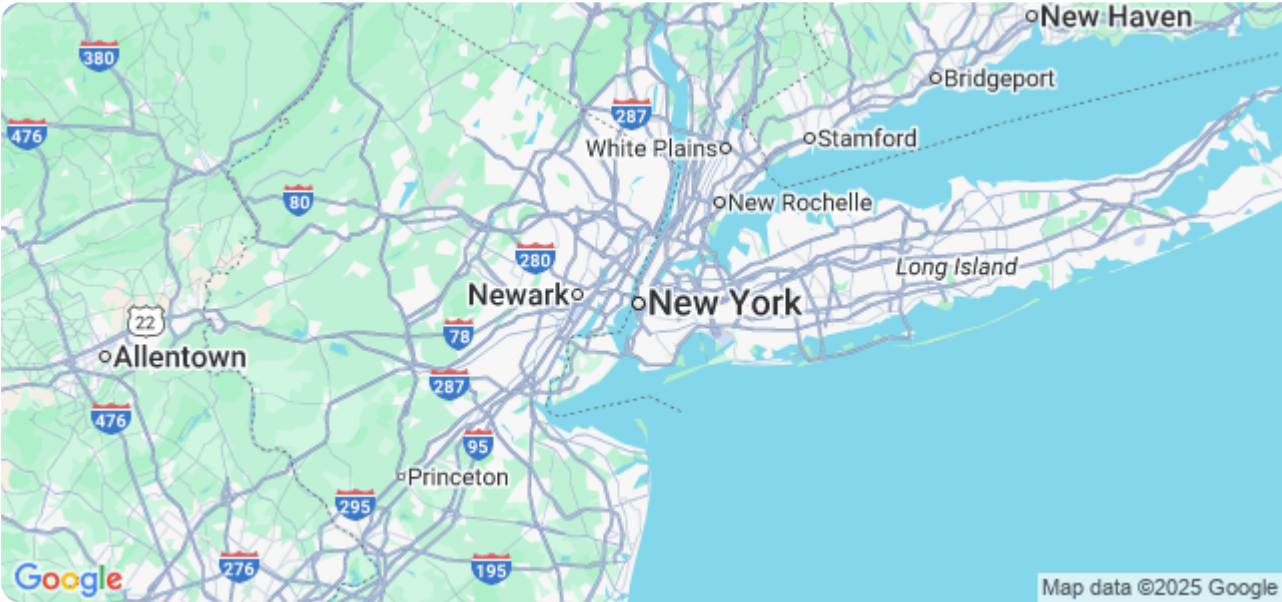
Setup Start Time

Estimated Setup Time (Hours)

Enter a number...

Setup Location (Specific Area)

 [Set My Current Location](#)



Equipment Needed for Setup (List)

Write something...

Event Start Time

Breakdown Start Time

Estimated Breakdown Time (Hours)

Enter a number...

Equipment to be returned (List)

Write something...

Signature of person responsible for breakdown

Post-Event Evaluation

Gather feedback, assess event success, and identify areas for improvement.

Total Resident Attendance

Enter a number...

Estimated Resident Participation Rate (%)

Enter a number...

Which marketing channels were most effective?

- ☐ Email
- ☐ Flyers
- ☐ Social Media
- ☐ Resident Portal
- ☐ Other

Resident Feedback - What did residents enjoy most?

Write something...

Resident Feedback - What could have been improved?

Write something...

Overall Event Success (1-5, 5 being best)

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Lessons Learned & Recommendations for Future Events

Write something...

Contingency Planning

Identify potential risks and develop backup plans for unforeseen circumstances.

Identify Potential Weather Risks (e.g., rain, extreme heat)

Write something...

Backup Venue Option (if outdoor event)

- ☐ Yes, confirmed backup venue
- ☐ Yes, potential backup venue
- ☐ No backup venue

Estimated Number of Attendees in Case of Unexpected High Demand

Enter a number...

Date of Weather Check/Forecast Review

Enter date...

Time to Postpone/Cancel Due to Weather

Communication Plan for Event Cancellation/Postponement (who to notify, method)

Write something...

Emergency Contact Person on Site

- ☐ Yes, assigned person
- ☐ No assigned person