



VIP Experience Event Checklist Template 2026: Concierge Services, Premium Catering & Exclusive Access Management

Pre-Event VIP Strategy & Planning

Defining VIP tiers, establishing guest lists, and setting personalized service standards.

VIP Tier Names

Write something...

Target VIP Audience Segments

- ☐ Sponsors
- ☐ Celebrity Guests
- ☐ Investors/Stakeholders
- ☐ High-Net-Worth Individuals
- ☐ Press & Media

Service Level Objectives

Write something...

Strategy Approval Deadline

Enter date...

Estimated VIP Guest Count

Enter a number...

VIP Guest List Draft

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Exclusive Access & Security Management

Managing backstage/VIP area credentials, private entrances, and specialized security protocols.

Access Control Methods

- ☐ RFID Wristbands
- ☐ VIP Lanyards/Badges
- ☐ Digital QR Codes
- ☐ Physical Invitation Verification

VIP Entry Point Location

Write something...

Security Briefing Date

Enter date...

Access Window Start Time

Enter time...

Security Personnel Duty Roster

 Upload File

Special Security Protocols for High-Profile Guests

Write something...

Security Lead Approval

Premium Catering & Sommelier Services

Coordinating high-end menus, dietary customization, wine pairings, and white-glove service staff.

Premium Menu Service Styles

- ☐ Plated Multi-Course Dinner
- ☐ Gourmet Passed Hors d'oeuvres
- ☐ Live Chef Station/Interactive Cooking
- ☐ Luxury Buffet Service

Beverage Program Type

- ☐ Sommelier-Led Wine Pairing
- ☐ Premium Champagne Service
- ☐ Craft Cocktail Bar
- ☐ Non-Alcoholic Artisan Mocktail Service

Special Dietary Requirements & Allergies

Write something...

Estimated VIP Guest Count for Catering

Enter a number...

Menu Tasting Date

Enter date...

Final Approved Menu & Wine List

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Personalized Concierge & Guest Relations

Managing arrival greetings, private transport coordination, and dedicated guest assistance services.

Primary Concierge Contact Name

Guest Arrival Date

Scheduled Arrival Time

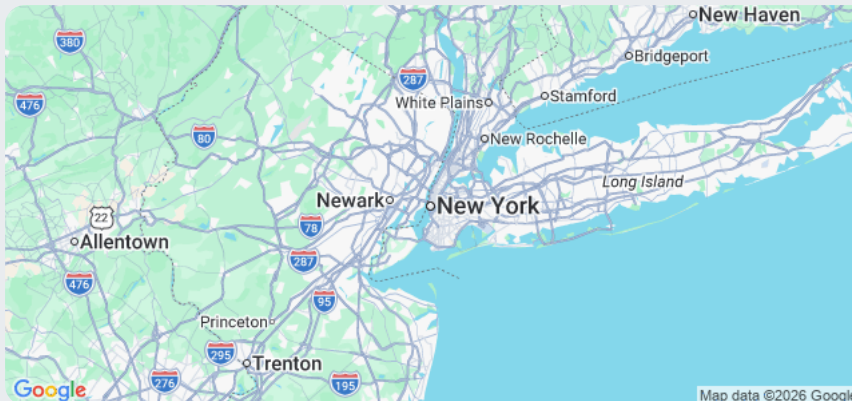
Specific Guest Preferences or Allergies

VIP Guest Manifest/List

 Upload File

VIP Arrival Drop-off Point

 [Set My Current Location](#)



Concierge Lead Verification

VIP Lounge & Environment Setup

Designing luxury seating, ambient lighting, climate control, and high-end decor for exclusive zones.

Lounge Theme & Aesthetic Concept

Write something...

Furniture & Amenities Required

- ☐ Velvet Lounge Seating
- ☐ Private Bar Station
- ☐ Climate Control Units
- ☐ Premium Lighting Rig
- ☐ Personalized Scenting/Aromatherapy
- ☐ High-End Audio System

Setup Completion Deadline

Enter date...

Floor Plan & Decor Mockups

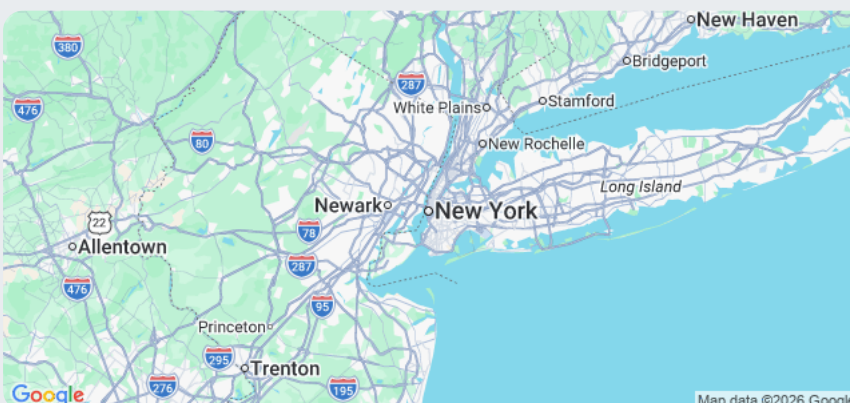
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Maximum Lounge Capacity

Enter a number...

Designated VIP Zone

 Set My Current Location



Premium Gifting & Hospitality Suite

Sourcing high-value gift bags, personalized keepsakes, and luxury amenity distribution.

VIP Gift Item Name

Write something...

Gift Category

☐ Luxury Goods

☐ Personalized Tech

☐ Gourmet Food & Beverage

☐ Branded Merchandise

☐ Experience Vouchers

Total Quantity Required

Enter a number...

Delivery/Distribution Deadline

Enter date...

Gift Customization Artwork

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Packaging Style

- ☐ Eco-friendly Premium
- ☐ Luxury Box with Ribbon
- ☐ Leather Wrapped
- ☐ Minimalist Chic

VIP Communication & Itinerary Management

Distributing personalized digital schedules, real-time event updates, and direct contact points.

Communication Dispatch Date

Enter date...

Scheduled Itinerary Release Time

Enter time...

VIP Contact Person Name

Write something...

Personalized Message Draft

Write something...

Communication Channels

- ☐ Email
- ☐ SMS/WhatsApp
- ☐ Printed Physical Invite
- ☐ In-App Notification

Finalized Itinerary PDF

 **Upload File**

Communication Priority Level

- ☐ Standard
- ☐ High Priority
- ☐ Urgent/Last Minute

Post-Event VIP Follow-up & Retention

Managing personalized thank-you notes, feedback collection, and loyalty program integration.

Follow-up Task Completion Status

- ☐ Thank-you notes sent
- ☐ Gift delivery confirmed
- ☐ Feedback surveys distributed
- ☐ Post-event debrief meeting held

VIP Feedback Summary

Write something...

Follow-up Completion Date

Enter date...

Client Satisfaction Rating

- ☐ Excellent
- ☐ Good
- ☐ Neutral
- ☐ Poor

Post-Event Analytics Report

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< Previous

> Next

👍 Finish

🔧 Generate Sample Report