

Initial Checklist (ASAP)

Task	Task
Determine Date and Time	Hold First Meeting
Determine Event Budget	Choose a Theme
Establish Funding Sources	Consider Vendor Resources
Create a Guest List	Book Speakers/Entertainment
Determine Venue Location (Consider parking)	Create an Event Page/Website
Book Venue Location	Book Photographer/Videographer
Determine RSVP Date	Book Caterer
Establish Planning Committee	Launch Marketing Campaign
Delegate Assignments	Consider rental needs
Establish Volunteer Needs	Book/Block Hotel Rooms (if applicable)



FIRST MEETING TOPIC SUGGESTIONS

- Purpose, Date & Time of Event
- Volunteers/Assignments
- Guest List
- Publicity
- Ticket Sales & Registration
- Venue Location
- Parking, Traffic Flow, Security
- Signage
- Tents, Chairs, Tables (+ Setup)
- Stage, Podium
- Audio, Lighting, Computer
- Entertainment
- Food & Drink
- Decorations (plants, flowers, etc.)
- Security
- Photography
- Videography
- Due Dates
- Program & Agenda
- Cleaning/Trash Removal
- Restroom Facilities



4 – 6 Months		2- 4 Months	
Order tickets/invitations		Send invitations	
Create food and drink menu		Create music playlist and visual presentations	
Order decorations and rental items		Generate a shopping list	
Send Save-the-Date Announcements		Purchase non-perishable items	
Make a list of DIY projects		Begin working on DIY projects	
Create a to-do list		Delegate tasks	

3 – 6 Weeks		2 – 4 Weeks	
Determine RSVP Count		Provide final guest count to caterers/vendors	
Design and order Programs		Confirm contracted help	
Order thank you notes		Double check to-do list	
Create a photo checklist		Begin working on DIY projects	
Prepare floor plan and seating chart		Plan and order gifts and awards	
Create a timeline		Plan party favors	

1 – 2 Weeks		1 – 7 Days	
Purchase additional items		Purchase last minute items and perishables	
Finish DIY projects		Pick up rental items	
Confirm volunteer help		Check sound equipment and lighting	
Prepare thank you cards for volunteers		Early setup (allow enough time)	
Confirm setup and teardown itinerary/workers		Prepare payments for day-of vendors	

EVENT SURVIVAL KIT CHECKLIST

- Batteries, duct tape, scotch Tape
- Scissors, sharpies
- Paper/envelopes
- Pens and pencils
- Tape measure
- Rubber bands/string
- Extension cords
- Flashlights
- Extra trash bags
- Glass cleaner/micro fiber cloths
- Snacks, bottled water, breath mints
- Toothpicks, Ziploc bags, paper towels
- Disposable cameras/memory cards
- Safety pins/sewing kit
- Emergency kit/aspirin
- Tissues, lip balm
- Tweezers
- Eyeglass repair kit