EVENT PLANNING CHECKLIST

Event _____ Date _____

Location _____ Lead Organizer _____

TASKS

DONE	TASK	WHO	DUE
SIX TO EIGHT WEEKS BEFORE			
☐	Set the goal, date, time and budget		
☐	Book the location and confirm any permits		
☐	Recruit a planning team and assign roles		
☐	Reach out to partners and sponsors		
ONE MONTH BEFORE			
☐	Announce the event and open sign-ups		
☐	Recruit volunteers and set shifts		
☐	Order supplies, signs and name tags		
☐	Plan accessibility, parking and safety		
ONE WEEK BEFORE			
☐	Confirm volunteers, vendors and speakers		
☐	Print sign-in sheets and the schedule		
☐	Send a reminder to everyone signed up		
DAY OF THE EVENT			
☐	Set up the space and check-in table		
☐	Brief volunteers on roles and safety		
☐	Take sign-ins, photos and notes		
AFTER THE EVENT			
☐	Clean up and return borrowed items		
☐	Thank volunteers, partners and sponsors		
☐	Collect feedback and record total hours		
☐			
☐			
☐			