

EVENT Checklist

Occasion _____

Event Details

Date _____ Time _____

Location _____

Guest of Honor: _____

Invitation

- ☐ Create guest list
- ☐ Send invitations
- ☐ Track Rsvp

Venue & Decorations

- ☐ Book the venue (if applicable)
- ☐ Plan decorations
- ☐ Purchase and prepare decorations
- ☐ Set up the venue

Food & Beverages

- ☐ Plan menu
- ☐ Order or buy food and drinks
- ☐ Prepare or cater food
- ☐ Arrange for cake
- ☐ Set up food and drink station

Entertainment

- ☐ Plan activities or games
- ☐ Arrange for music or DJ
- ☐ Hire an entertainer if needed

Party Supplies

- ☐ Purchase tableware
- ☐ Purchase napkins and tablecloths
- ☐ Purchase party favors

Miscellaneous

- ☐ Confirm reservations and bookings
- ☐ Prepare a timeline of events
- ☐ Prepare thank you notes
- ☐ Assign tasks to helpers

Notes
