



Event Day Checklist

Dragonfly Journey
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Name

Event Name

Event Date:

Event Location:

Week Before the Event

Title:	Question:	
Final Confirmations:	Confirm with all vendors that they are scheduled to arrive on time.	
Title:	Name / Vendor:	Time: Conformed
Caterers:		: <input type="checkbox"/>
Photographers:		: <input type="checkbox"/>
Videographers:		: <input type="checkbox"/>
Entertainment:		: <input type="checkbox"/>
		: <input type="checkbox"/>
Setup Schedule:	Ensure that the venue setup is planned and on track.	
Title:	Name / Vendor:	Time: Conformed
Decorations:		: <input type="checkbox"/>
Seating / Tables:		: <input type="checkbox"/>
AV Equipment:		: <input type="checkbox"/>
		: <input type="checkbox"/>
Staff Briefing:	Bried your team or volunteers on their roles and responsibilities.	
Title:	Name / Vendor:	Roles / Responsibilities: Completed:
Venue:		<input type="checkbox"/>
Caterers:		<input type="checkbox"/>
Photographers:		<input type="checkbox"/>
Videographers:		<input type="checkbox"/>
Entertainment:		<input type="checkbox"/>
AV Equipment:		<input type="checkbox"/>
Name / Title:		<input type="checkbox"/>
Name / Title:		<input type="checkbox"/>
Name / Title:		<input type="checkbox"/>
Name / Title:		<input type="checkbox"/>
Name / Title:		<input type="checkbox"/>

Emergency Contracts:	List of emergency contacts:	
Title:	Name:	Phone Number:
Venue:		
Photographers:		
Videographers:		
Caterers:		
Entertainment:		
Name / Title:		
Name / Title:		
Name / Title:		
Name / Title:		

<u>Day of Event</u>			
Early Arrival:	Arrive early to oversee the setup process and address any last-minute issues.	Arrival Time:	
Issue / Problem:		Fixed	Non-Fixable:
Issue:		<input type="checkbox"/>	<input type="checkbox"/>
Issue:		<input type="checkbox"/>	<input type="checkbox"/>
Issue:		<input type="checkbox"/>	<input type="checkbox"/>
Setup Inspection:	Check the venue setup process and address any last-minute issues,		
Issue / Problem:		<input type="checkbox"/>	<input type="checkbox"/>
Issue / Problem:		<input type="checkbox"/>	<input type="checkbox"/>
Issue / Problem:		<input type="checkbox"/>	<input type="checkbox"/>
Vendor Check-In:	Ensure that all vendors have arrived and have what they need to perform their duties.		
Title:	Name:	Arrived?	Time
Photographers:		<input type="checkbox"/>	:
Videographers:		<input type="checkbox"/>	:
Caterers:		<input type="checkbox"/>	:
Entertainment:		<input type="checkbox"/>	:
Name / Title:		<input type="checkbox"/>	:
Name / Title:		<input type="checkbox"/>	:
Name / Title:		<input type="checkbox"/>	:
Name / Title:		<input type="checkbox"/>	:
Name / Title:		<input type="checkbox"/>	:
Name / Title:		<input type="checkbox"/>	:

Name / Title:		<input type="checkbox"/>	:
Name / Title:		<input type="checkbox"/>	:
Name / Title:		<input type="checkbox"/>	:
Name / Title:		<input type="checkbox"/>	:

<u>1 Hour Before Event:</u>			
Title:	Description:	Completed:	
Registration Desk:	Set up and staff the registration or check-in desk, if applicable	<input type="checkbox"/>	
Coordination:	Coordinate with different vendors & staff-ensure smooth transactions between event segments.	<input type="checkbox"/>	
Catering Setup	Catering is set up as planned; beverages are being served according to schedule	<input type="checkbox"/>	
Equipment Check:	Test all audio/visual equipment to ensure everything is working correctly.	<input type="checkbox"/>	
Technical Support:	Have a tech support person available in case of any equipment issues	<input type="checkbox"/>	
First Aid:	Ensure that first aid supplies are available and that staff know where to find them	<input type="checkbox"/>	
Safety Procedures:	Review safety procedures with staff, including evacuation plans and emergency contacts	<input type="checkbox"/>	

<u>Time of Event:</u>			
Title:	Description:	Completed:	
Guest Assistance	Provide assistance for guests, including directions, information, or accommodations:	<input type="checkbox"/>	
Welcome Kits/Information:	Distribute any welcome kits or materials to guests	<input type="checkbox"/>	
Timeline Adherence:	Ensure that the event follows the planned timeline, including key activities. (Speeches, meals...)	<input type="checkbox"/>	
Dietary Restrictions:	Ensure that special dietary needs are accommodated.	<input type="checkbox"/>	
Time Management:	Keep track of time and manage any delays or adjustments needed to the schedule.	<input type="checkbox"/>	
Guest Comfort:	Monitor the comfort and satisfaction of your guests, addressing any concerns.	<input type="checkbox"/>	

<u>After Event:</u>			
Title:	Description:	Completed:	
Thank you Notes:	Ensure that thank-you notes or gifts are sent to guests, the success of the event, and identify areas for improvement.	<input type="checkbox"/>	
Feedback and Collection:	Gather feedback from guests and staff to assess the event's success and identify improvement areas.	<input type="checkbox"/>	
Cleanup:	Oversee the cleanup process to ensure that the venue is left in good condition and that all rented items are returned.	<input type="checkbox"/>	
Final Payments:	Ensure that all final payments to vendors and staff are completed.	<input type="checkbox"/>	
Lost & Found:	Manage any lost and found items.		
Item Lost:	Name of Owner	Address / Phone	Returned:
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>