

Event Checklist

Name	
Date(s)	
Time(s)	
Date/Time notes	
Location	
Schedule/Shifts	
Participant limit	
Age requirements	
Transportation	
Vendors/Supplies	
Vendor contacts	
Confirm counts with vendor	
Food/Caterer/Menu	
Food notes	
Gluten Free order	
Order supplies	

Name	
Volunteers/Helpers	
Staff Assignments/Roles	
Volunteer tasks	
Volunteer request	
Registration	
Send calendar invites	
Assign tasks	
Email details to vols	
Facilities	
Book rooms	
Schedule Doors Open	
Setup: Tables/Chairs/Stage	
Set out Parking Signs	
Registration	
Participant cost	
Link	

Name	
Promo Code	
Registration opens/closes	
Distribute tickets	
Nametags	
Audio/Visual	
Run Sound	
Emcee / Script	
Take photos	
Décor & More	
Signs	
Tables	
Centerpieces	
Prizes/Awards/Giveaways	
Promotion	
Website	
Social Media	
Mailings	

Name	
Handouts/Signs	
Emails:	
Invite / Registration open	
Reminder	
Attendee details	
Financial	
Account/Project Code	
Cost	
Contract submitted	
Contract signed	
Contract notes	
PO / Invoice Submitted	
Deposit Paid	
Final Amount Paid	
Invoice Submitted to Finance-Final	
Cash Box and Card Reader	