

Event Planning Checklist

Use this checklist with the companion spreadsheet to plan tasks, budget and vendors.

8 Weeks Before

- ☐ Set the event date, venue and guest count.
- ☐ Fix the budget and book the venue.
- ☐ Book key vendors: catering, photography, sound.

4 Weeks Before

- ☐ Send invitations and confirm RSVPs.
- ☐ Confirm menus, seating and programme.
- ☐ Order decorations and materials.

1 Week Before

- ☐ Confirm all vendors and delivery times.
- ☐ Prepare the run sheet for the day.
- ☐ Charge equipment and pack supplies.

On the Day

- ☐ Arrive early, check setup, brief vendors.
- ☐ Run the programme and handle issues as they arise.
- ☐ Thank guests and vendors, then record final costs.