



The Ultimate Event Planning Checklist

Before the event:

<i>Planning the event:</i>	
	Create a theme or colour palette for your event.
	What time does the event start? When is bump in and bump out? What will be the full duration of the event?
	How many guests you plan to have?
	Will there be any special guests at the event? Who will be the MC?
	Will you need to rent a venue? If so, what is your budget for the venue?
	Will you be serving food at the event? Consider your food budget and find a good catering service for your event.
<i>Preparing the event:</i>	
	What is the dress code for your event? Themed, casual, semi-formal, or formal?
	Find the right venue for your event, make contact, and secure the venue for your event.
	Identify the exact address of your venue and consider its location when planning other aspects of the event.
	Find loading dock and parking instructions for the venue, and pass it on to all staff, customers, and guests.
	Send invitations to all guests informing them of the time, address, dress code, etc. Enquire whether they have any special dietary requirements that may need to be catered to.
	Decide on a food and beverage menu with your caterer. Discuss who will bring the glassware
	Ensure that your chosen venue has enough seating and tables for all invited guests.
	Prepare a suitable music playlist that matches your event, or hire the services of a DJ if appropriate.
	Will you need a photographer or videographer to record your event? Be sure to discuss price and time beforehand.
<i>One day before the event:</i>	
	Send a reminder message to all your invited guests, reminding them of location, time, and theme.
	Reconfirm all event details with staff, venue, photographers, catering, DJ, and so on to ensure everything is still going according to plan.
	Confirm with the caterer that your venue kitchen/kitchenette is suitable for their requirements. Be sure to leave enough room in the fridge for their needs.
	Decorate the venue according to your needs. If you hired a party decorator, be sure all their work is completed today. Put up all necessary signage and seating.
	If there will be any kids at the event, prepare snacks, toys, entertainment, and distractions.



<i>1 hour before the event:</i>	
	Confirm that the caterer has arrived and the food is under control.
	Ensure that reception is ready, with necessary name tags ordered and ready to distribute.
	Test the microphone and speakers and ensure both are working correctly.
	Check all facilities, including emergency exits, bathrooms, lifts, lights, and so on.
	Make sure all staff is ready and in position.
	Contact the venue manager for information on emergency procedures.

During the event

	Meet and greet your guests, introduce and bring them together for networking
	Work with the waitstaff and make sure the food is equally distributed to all the guests in every corner
	Make sure the waitstaff is able to tidy up on time, pick up rubbish promptly, and put away plates swiftly.
	Assign a staff member at the back of the room during the event to ensure the audience stays quiet while speakers are on stage.
	If you spot any guests who look shy or alone, approach them for networking and make them feel comfortable and welcome.

After the event

	Check the venue immediately after the event is over to see if any guests have left their belongings.
	Ensure the caterer cleans up after themselves and leaves the venue tidy.
	Send a follow-up email to all your guests, thanking them for their attendance, and include a call-to-action.
	Get photos and videos from your photographer and share with guests if required.