Event Planning Checklist

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Event: _____ **Date:** _____ **Guests:** _____ **Budget:** $_____

Format: ☐ In person ☐ Virtual ☐ Hybrid

Getting started

☐ Write the goal in one sentence ☐ Set budget and buffer
☐ Pick date and backup date ☐ Name the final decision maker

3 to 6 months out

☐ Book venue or virtual platform ☐ List vendors needed
☐ Get and compare quotes ☐ Plan ticketing or registration
☐ Draft run of show

1 to 2 months out

☐ Sign vendor contracts ☐ Open registration or send invites
☐ Confirm speakers and hosts ☐ Plan accessibility and dietary needs
☐ Check permits and insurance ☐ Start promotion

2 to 4 weeks out

☐ Confirm final numbers ☐ Share run of show with team and vendors
☐ Prepare signage and name tags ☐ Test all tech
☐ Send guest reminder

Week of

☐ Reconfirm vendor arrival times ☐ Pack event day kit
☐ Send final details to guests ☐ Assign day-of roles

Day of

☐ Arrive early, walk the space ☐ Check in vendors
☐ Tech check before doors ☐ Keep contact list on hand

Virtual extras

☐ Platform tested ☐ Speaker tech checks done
☐ Time zones listed ☐ Captions on
☐ Moderator assigned ☐ Recording started

After

☐ Thank guests, speakers, vendors ☐ Send feedback survey
☐ Pay final invoices ☐ Compare spend to budget
☐ Note what to change next time

Plan it all free at eventerprise.ai. Free planner profile, no credit card needed.