

Event Planning Checklist

Event Name: _____

Date: _____

Once Date is Set

<input type="checkbox"/>	Determine Time	
<input type="checkbox"/>	Determine event concept, theme, etc.	
<input type="checkbox"/>	Establish budget	
<input type="checkbox"/>	Send a save the date announcement	
<input type="checkbox"/>	Outline logistics: rentals, furniture, parking security, housekeeping	
<input type="checkbox"/>	Put on VIP calendars: University, Involvement Center, office calendar	
<input type="checkbox"/>	Prepare baseline project	
<input type="checkbox"/>	Meet with necessary VIPs	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>		

2 or More Months Out:

<input type="checkbox"/>	Set menu, decorations, musicians and AV needs - book all vendors and services	
<input type="checkbox"/>	Performer needs: microphone, podium, stage, props	
<input type="checkbox"/>	Design invitations or announcement	
<input type="checkbox"/>	Invitation list	
<input type="checkbox"/>	Ticket sales process or RSVP database	
<input type="checkbox"/>	Directional signage	
<input type="checkbox"/>	Draft a production schedule	
<input type="checkbox"/>	Write scripts; include introductions of VIPs	
<input type="checkbox"/>	Establish a publicity game plan	
<input type="checkbox"/>	Decorations/theme development	
<input type="checkbox"/>	Entertainment	
<input type="checkbox"/>	Rain plan	
<input type="checkbox"/>	Sponsorship	
<input type="checkbox"/>	Ticketing/registration	
<input type="checkbox"/>	Track expenses and update budget	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>		

Four Weeks Out:

<input type="checkbox"/>	Photographer	
<input type="checkbox"/>	Mail invitations	
<input type="checkbox"/>	Track ticket sales/RSVPs	
<input type="checkbox"/>	Walk through every step of the event including the venue	
<input type="checkbox"/>	Three Weeks Out:	
<input type="checkbox"/>	Schedule briefings with VIPs	
<input type="checkbox"/>	Call all vendors to confirm	
<input type="checkbox"/>	Solicit volunteers	
<input type="checkbox"/>	Walk through every step of the event	

Event Checklist Template Excel

Patrick Vollmar



Event Checklist Template Excel:

Decoding **Event Checklist Template Excel**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Event Checklist Template Excel**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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