

EVENT MANAGEMENT CHECKLIST

Event Name	
Date	
Time	
Location	
Division/Client	
Project Manager	
Team Members	
Expected Number of Guests	
Event Type	<i>Launch, dinner, awards function, exhibition etc.</i>
Event Theme	

PRE-PLANNING

Activity	Person Responsible	Date Due	Date Completed
Budget			
Sponsorship			
Program outline			

AUDIENCE

Activity	Person Responsible	Date Due	Date Completed
Database of invitees			
VIPs			
Design invitations			
Print invitations			
Distribute invitations (direct, mail, email)			
Coordinate RSVPs			
Seating Plan drafted			
Seating Plan approved			
Confirm attendance– 2 days prior			

PROGRAM

Activity	Person Responsible	Date Due	Date Completed
Theme			
Topics			
Speakers			
Master of Ceremonies/host			
Entertainment			
Running sheet, including bump in/bump out			
Approval of draft plan			