

Event Checklist and Timeline Template

This sample template represents the kinds of action items you might need to plan an event. It is by no means a comprehensive list of possible tasks, and you and your planning committee will want to customize a checklist that's fully suited to your event. Remove those tasks that aren't applicable and create new tasks as needed!

EVENT: _____ GOAL: _____

Task	Person Responsible	Due Date	Status
Select planning committee and chairperson			
Assign subcommittee tasks			
Set target date for event			
Assess available budget			
List potential event sponsors			
Contact potential event sponsors			
Evaluate possible event locations			
Book location for event			
Set agenda			
Coordinate food/beverage sponsors			
Invite speakers			
Prepare invitations			
Create marketing plan to promote event			
Design/write announcements			
Write media advisory/pull together press kits			
Contact media to request coverage			
Re-evaluate event logistics			
Follow up with sponsors to confirm participation			
Create awards certificates			
Follow up on important RSVPs still to be determined			
Follow up with speakers to finalize schedule/needs			
Follow up with location			

coordinator for details on pre- and post event access			
Coordinate volunteers for day of event			
Contact evaluator about: event survey			
Prepare name tags for staff/volunteers			
Hold day-of-coordination meeting			
Send thank you's			
Hold internal postmortem meeting			