



EVENT PLANNING CHECKLIST

EVENT DETAILS

Event Name _____
Event Date _____
Event Time (to and from) _____
Setup Time _____
Teardown Time _____
Event Location _____
Purpose of event _____
Staff Member in Charge _____
Number of People Expected _____
Other people or groups involved _____
Police officer if necessary _____
Liability Insurance if necessary _____
Photographer _____
Videographer _____
What items will be handed out, if any? _____
What equipment is needed? _____

EVENT CONTACT INFORMATION

Contact Name and Title _____
Contact Phone Number _____
Contact e-mail _____
Permission received _____
Contract and agreement signed _____
Contact information for other involved parties _____

VOLUNTEERS

How many volunteers are needed for each time slot? _____
How will volunteers sign up to help with the event? _____
Is there a volunteer sign up sheet? _____
When will volunteers begin to sign up? _____
What staff members need to be present and during what time frame? _____

GRAPHICS AND PRINTING

Logo _____
Flyers _____
Invite Cards _____
Postcard _____
Signs or Banners _____

