



Event Rental Event Plan & Checklist

PRELIMINARY EVENT DETAILS

<input type="checkbox"/>	EVENT START TIME	
<input type="checkbox"/>	EVENT THEME/ IDEA	
<input type="checkbox"/>	BUDGET	
<input type="checkbox"/>	NUMBER OF GUESTS	
<input type="checkbox"/>	VENUE	
<input type="checkbox"/>	EVENT STAFF / EVENT ASSISTANTS	
<input type="checkbox"/>	TOUCH BASES WITH POTENTIAL VIPS	
<input type="checkbox"/>	DATE OF THE EVENT	
<input type="checkbox"/>	SEND SAVE THE DATE ANNOUNCEMENTS	
<input type="checkbox"/>	OTHER:	

TWO+ MONTHS OUT

<input type="checkbox"/>	Reserve a Family Cook, Chef or Catering Company	
<input type="checkbox"/>	Set Menu – Plan Food & Drinks	
<input type="checkbox"/>	DJ, Playlist AND/OR Musicians	
<input type="checkbox"/>	Performer needs: microphone, podium, stage, props	
<input type="checkbox"/>	Other Entertainment – Games, Photobooths,	
<input type="checkbox"/>	Write scripts; include introductions of VIPs	
<input type="checkbox"/>	Decorations/Theme Development	
<input type="checkbox"/>	Design invitations or announcement	
<input type="checkbox"/>	Invitation List	
<input type="checkbox"/>	Create Ticket Sales and/ or RSVP database	
<input type="checkbox"/>	Draft a production schedule	
<input type="checkbox"/>	Establish a publicity game plan	
<input type="checkbox"/>	Rain plan	
<input type="checkbox"/>	Sponsorship	
<input type="checkbox"/>	Ticketing/registration/Sign In	
<input type="checkbox"/>	Photographer	
<input type="checkbox"/>	Track expenses and update budget	
<input type="checkbox"/>		
<input type="checkbox"/>		

FOUR WEEKS OUT

<input type="checkbox"/>	Mail invitations	
<input type="checkbox"/>	Track ticket sales/RSVPs	
<input type="checkbox"/>	Create a Diagram of the event - Seat Assignments	
<input type="checkbox"/>	Walk through every step of the event including the venue	

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	
<input type="checkbox"/>		
<input type="checkbox"/>		

TWO WEEKS OUT

<input type="checkbox"/>	Finalize the production schedule	
<input type="checkbox"/>	Finalize scripts	
<input type="checkbox"/>	Create and distribute staff/volunteer assignments	
<input type="checkbox"/>	Walk through every step of the event	

THREE DAYS OUT

<input type="checkbox"/>	Caterer - Confirm delivery and set-up times	
<input type="checkbox"/>	Rental Company - Confirm delivery and set-up times	
<input type="checkbox"/>	Confirm details with all vendors via email	
<input type="checkbox"/>	Nametags and registration/check-in materials	
<input type="checkbox"/>	Walk through every step of the event	

DAY BEFORE THE EVENT

<input type="checkbox"/>	Prepare an event bin: nametags in alpha order, office supplies, blank nametags, production schedule, scripts, guest list, giveaways, and signage, diagrams, layouts	
<input type="checkbox"/>	Reconfirm: venue, catering, valet, musicians, florist, AV, etc.	
<input type="checkbox"/>	Walk through every step of the event	

DAY OF EVENT

<input type="checkbox"/>	Check venue: temperature, cleanliness, furniture arrangement, signage, restrooms, mic check	
<input type="checkbox"/>	Confirm arrival of flowers, musicians, photographer, DJ	
<input type="checkbox"/>	As unconfirmed guests arrive, make them a nametag and write their names on something to keep track.	
<input type="checkbox"/>	Check names of VIPs for script/introductions	
<input type="checkbox"/>	Get feedback	

DAY AFTER EVENT

<input type="checkbox"/>	Review attendance	
<input type="checkbox"/>	Send appropriate thank-yous; include photos	
<input type="checkbox"/>	Final budget review	
<input type="checkbox"/>	Update the checklist	
<input type="checkbox"/>	Determine how to “extend” event to those who could not attend	
<input type="checkbox"/>	Update Media, Social Sites and Event Website	

Other details: