

EVENT PLANNING CHECKLIST

Name of Event :
Date :
Time :
Location :

Pre-planning :

1. Objective
2. Audience
3. Costs
4. Dates
5. Location

Program :

1. Topics
2. Speakers
3. Equipment
4. Hand-outs

Facilities :

1. Number of people expected
2. Room design and seating
3. Tables for materials
4. Parking
5. Directional signs

Equipment :

1. lectern
2. Podium
3. PA system
4. Microphones
5. Projection screen
6. Video projector
7. Computer/laptops/internet screen