⭐ Basic Event Planning Checklist

A simple guide to help you plan a smooth, stress-free event.

1. Define Your Event

- ☐ Event purpose (What are you trying to achieve?)
- ☐ Event type (wedding, corporate, party, concert, etc.)
- ☐ Estimated guest count
- ☐ Preferred date(s) + backup date
- ☐ Event theme or style

2. Set Your Budget

- ☐ Total event budget
- ☐ Allocate amounts for:
  - Venue
  - Audio & Lighting
  - Décor
  - Entertainment
  - Catering
  - Staff / Security
  - Marketing / Invitations
- ☐ Track expenses as you go

3. Choose Your Venue

- ☐ Research 3–5 venue options
- ☐ Schedule walkthroughs
- ☐ Confirm capacity + layout
- ☐ Review venue restrictions
- ☐ Secure date + sign contract

4. Book Your Vendors

- ☐ Event production (audio, lighting, staging)
- ☐ Photographer / Videographer
- ☐ Caterer / Bartending
- ☐ DJ / Band / Performers
- ☐ Décor / Florist
- ☐ Rentals (tables, chairs, linens)
- ☐ Transportation / Security (if needed)

5. Plan the Experience

- ☐ Event timeline (start, key moments, end)
- ☐ Floor plan / stage layout
- ☐ Lighting needs
- ☐ Sound requirements
- ☐ Seating arrangement
- ☐ Signage + check-in process

6. Promotion & Invitations

- ☐ Design invitations (digital or print)
- ☐ Create RSVP form
- ☐ Send invites
- ☐ Promote through social media / email
- ☐ Track guest responses

7. Final Prep (1–2 Weeks Before)

- ☐ Confirm all vendors
- ☐ Final walkthrough with venue
- ☐ Review timeline with production team
- ☐ Prepare materials (programs, signage, name badges, giveaways)
- ☐ Create a day-of contact list

8. Event Day

- ☐ Arrive early
- ☐ Set up audio, lighting, stage & décor
- ☐ Test sound + lighting
- ☐ Run through timeline
- ☐ Keep communication open with vendors
- ☐ Capture photos / videos

9. After the Event

- ☐ Cleanup + breakdown
- ☐ Final payments

- □ Send thank-you messages
- □ Review what worked + what didn’t
- □ Collect feedback