

Event Planning Checklist

Event name	
Date	

Budget setting

Is the event funded?	
How much income should it generate?	
How much will delegates be charged?	
Will there be a sliding scale of charges?	
How much will it cost to run a stall?	
Total budget for the event	
<i>Estimate for room booking</i>	
<i>Estimate for catering</i>	
<i>Estimate for audio visual equipment</i>	
<i>Estimate for taxis and couriers</i>	
<i>Estimate for stationery and printing</i>	

Venue

Number of people expected	
Event times	
Layout of main room	<i>Theatre, cabaret or boardroom?</i>
How big will the top table be?	
Breakout rooms - number, size & layout	

Catering

What refreshments will be served?	
How many breaks will there be?	
What lunch will be served?	
What time will lunch and breaks be?	
How many people are we catering for?	

Audio/visual

	<i>Number needed?</i>	<i>Booked?</i>
Laptop		
Projector		
Screen		
Flipcharts		
Microphone		
Roving mic		