

Event Planning Checklist

- Determine purpose & primary goal(s) of the event**
- Prepare a detailed budget for the event**
 - How to Make an Event Budget
- Determine a timeline for booking & preparing the event**
 - Include schedules for marketing, vendor/venue booking, staffing needs, and other deadlines that pertain to the event
- Select a Venue: Things to consider when choosing a venue**
 - Parking/Ease of access:
 - Is it easy to find and is there enough parking spaces?
 - Do they have handicap parking?
 - Is the parking situation safe and walkable?
 - Paid or free parking?
 - Distance:
 - Is the venue reachable by public transportation?

Event Planning Checklist

Select a Venue: Continued

- Availability:
 - Does the timing fit within the needs of the event?
- Accessibility:
 - Is it ADA compliant?
 - Does it have elevators?
 - Are the aisles wide enough?
 - What are the seating options?
- Load-In & Strike:
 - What time restrictions does the venue have regarding load-in and strike?
- Safety:
 - Does the venue have any regulations for COVID-19 and Social Distancing?
 - Are they up to code with fire and health inspections
- Capacity:
 - Does the size of the event match the capacity limits of the venue?
- Equipment:
 - Does the venue have the equipment needed for the event?

Event Planning Checklist

- Hire Vendors: Determine the needs of the event**
 - Photographer/Videographer
 - Stage Hands
 - Food & Drink Caterers
 - Set Up/Take Down Staff
 - Servers

- Submit deposits for venue & vendors by deadline**

- Ensure that the staffing/volunteer needs of the event are met for the day of the event**