

# Event Planning

## Event Checklist

A checklist is basically a “to-do” list for your Venture. To develop your own checklist, write down all the steps your Venture Team must take before, during, and after the event. It is helpful to organize checklist items in chronological order, with the items that should be started earliest at the top of the list.

Below is a sample checklist for a large event like a fundraiser dinner. **Note:** The dates and items on your timeline will vary depending on your needs. See the Youth Venture template entitled “[Event Checklist \(Word\)](#)” for a checklist you can edit.

Time	✓	Task
6 months before the event		Form an event planning committee Determine your goals for the event Assign roles (publicity, volunteer coordinator) Draft initial budget Identify possible sponsors and sources of funding Start researching facilities
5 months before		Set a date Determine rough program/schedule of events Seek event sponsors Select facility/venue, reserve Contact performers and lecturers Research catering options
3-4 months before		Decide on caterer Draft promotional fliers Review and finalize event needs (sound system, lighting, parking space, security) Order/reserve rental equipment
2 months before		Begin to sell tickets Solicit in-kind donations from local businesses
6 weeks before		Send invitations Recruit volunteers to work at event
2 weeks before		Finalize event schedule Contact local newspapers Publicize by hanging flyers Send email reminder Draft program schedule
1 week before		Confirm performers, food, security, venue, volunteers Hold rehearsal
Day of event		Meet with volunteers Set up Clean up Return rental items
After event		Thank everyone who made the event possible Meet with the event planning committee and evaluate Complete and file event summary form