**EVENT PLANNING CHECKLIST**

**[INSERT NAME OF EVENT]**

|  |  |  |  |
| --- | --- | --- | --- |
| Event Date: |  | Time of Event: |  |
| Event Location: |  |
| Purpose of the Event: |  |
|  |
|  |

**About the Event Plan:**

What is the event all about?

|  |
| --- |
|  |
|  |
|  |

Set budget for this event:

* [INSERT LOWEST BUDGET RANGE]
* [INSERT MID-LOWEST BUDGET RANGE]
* [INSERT AVERAGE BUDGET RANGE]
* [INSERT MID-AVERAGE BUDGET RANGE]
* [INSERT HIGHEST BUDGET RANGE]

Sources of Funds for this Event:

* [INSERT FIRST SOURCE OF FUND FOR THE EVENT]
* [INSERT SECOND SOURCE OF FUND FOR THE EVENT]
* [INSERT THIRD SOURCE OF FUND FOR THE EVENT]
* [INSERT FOURTH SOURCE OF FUND FOR THE EVENT]
* [INSERT FIFTH SOURCE OF FUND FOR THE EVENT]
* [INSERT SIXTH SOURCE OF FUND FOR THE EVENT]

|  |
| --- |
|  |

Officer-in-charge of the execution of this event:

Other people involved in organizing and in planning this event (List them down):

|  |
| --- |
|  |
|  |
|  |

To whose benefit is this event?

* [INSERT NAME OF POSSIBLE EVENT PARTICIPANT]
* [INSERT NAME OF POSSIBLE EVENT PARTICIPANT]
* [INSERT NAME OF POSSIBLE EVENT PARTICIPANT]
* [INSERT NAME OF POSSIBLE EVENT PARTICIPANT]
* [INSERT NAME OF POSSIBLE EVENT PARTICIPANT]

Your strategy in order for the event to become a success:

* [INSERT YOUR FIRST OPTION AS A RESULT OF YOUR BRAINSTORMING]
* [INSERT YOUR SECOND OPTION AS A RESULT OF YOUR BRAINSTORMING]
* [INSERT YOUR THIRD OPTION AS A RESULT OF YOUR BRAINSTORMING]
* [INSERT YOUR FOURTH OPTION AS A RESULT OF YOUR BRAINSTORMING]
* [INSERT YOUR FIFTH OPTION AS A RESULT OF YOUR BRAINSTORMING]

The actions to be done and to be scheduled to finalize the event planning.

List them down in detail as well as the date they should be conducted on this table:

|  |  |  |
| --- | --- | --- |
| **ACTIONS TO BE TAKEN** | **DATE TO BE CONDUCTED** | **TASK STATUS** |
| [INSERT FIRST TASK IN COMPLETE DETAIL ON THIS SECTION OF THE TABLE] | [INSERT DATE] |  |
| [INSERT SECOND TASK IN COMPLETE DETAIL ON THIS SECTION OF THE TABLE] | [INSERT DATE] |  |
| [INSERT THIRD TASK IN COMPLETE DETAIL ON THIS SECTION OF THE TABLE] | [INSERT DATE] |  |

*(you can add more rows for additional tasks you need to complete the event plan)*

Check the permits you need to accomplish:

* [INSERT NAME OF PERMIT FOR EVENTS]
* [INSERT NAME OF PERMIT FOR EVENTS]
* [INSERT NAME OF PERMIT FOR EVENTS]
* [INSERT NAME OF PERMIT FOR EVENTS]
* [INSERT NAME OF PERMIT FOR EVENTS]

Promotional Strategies to advertise the event:

* [INSERT PROMOTIONAL STRATEGY TO ADVERTISE THE EVENT]
* [INSERT PROMOTIONAL STRATEGY TO ADVERTISE THE EVENT]
* [INSERT PROMOTIONAL STRATEGY TO ADVERTISE THE EVENT]
* [INSERT PROMOTIONAL STRATEGY TO ADVERTISE THE EVENT]
* [INSERT PROMOTIONAL STRATEGY TO ADVERTISE THE EVENT]

Materials and Equipment needed for the event:

* [INSERT NAME OF MATERIAL/EQUIPMENT]
* [INSERT NAME OF MATERIAL/EQUIPMENT]
* [INSERT NAME OF MATERIAL/EQUIPMENT]
* [INSERT NAME OF MATERIAL/EQUIPMENT]
* [INSERT NAME OF MATERIAL/EQUIPMENT]

**A Week before the Event:**

* Checked the [INSERT WHAT NEEDS TO BE CHECKED FOR THE EVENT]
* The [INSERT YOUR SOURCE OF THE NECESSARY MATERIALS AND EQUIPMENT] have been notified for the listed materials and equipment.
* The permits for the event have been completed.
* Prepare and schedule various entertainment shows for your guests on the event.
* The event venue is already set for the decorations needed.
* Other courses of action created for the success of the event:
	1. [INSERT FIRST COURSE OF ACTION IN DETAIL THAT IS NOT MENTIONED IN YOUR PREVIOUS TABLE]
	2. [INSERT SECOND COURSE OF ACTION IN DETAIL THAT IS NOT MENTIONED IN YOUR PREVIOUS TABLE]
	3. [INSERT THIRD COURSE OF ACTION IN DETAIL THAT IS NOT MENTIONED IN YOUR PREVIOUS TABLE]

**Day of the Event:**

* Complete materials and equipment as well as the event decorations.
* Secure the program of the event and the masters of the program who will control the progress of the event.
* [INSERT ANOTHER COURSE OF ACTION YOU NEED TO DO ON THE DAY OF THE EVENT].
* [INSERT ANOTHER COURSE OF ACTION YOU NEED TO DO ON THE DAY OF THE EVENT].
* [INSERT ANOTHER COURSE OF ACTION YOU NEED TO DO ON THE DAY OF THE EVENT].