

# Event Checklist

## Planning

- Determine the date
- Determine the location
- Decide on budget
- Reserve a venue
- Decide on food and drink
- Determine if a permit or license is required

## Vendors

- Secure a food vendor
- Purchase party favors
- Secure entertainment
- Reserve tables and chairs
- Hire a photographer
- Hire a DJ or rent audio visual system

## Guests & Marketing

- Determine guest list
- Send invites with RSVP information
- Plan and send reminders
- Promote on social media
- Confirm final count and notify vendors as needed

## Post Event

- Clean up
- Thank your vendors
- Don't forget to tip
- Send post event thank you cards
- Document success & opportunities

### notes:

*Planning is the most important part of the event. poor planning causes stress and it shows during the event.*

### notes:

*Work with your vendors, they are there to help make your event stress free.*

### notes:

*Take advantage of social media channels to reach a larger audience. Make sure to include details of the event*

### notes:

*Thank and tip your vendors, they will appreciate it. Also send thank you cards to all those who helped with your event.*

