



Event Planning Checklist

BEGINNING OF PLANNING

- Establish the objective of the event, and theme.
- Select a date and time.
- Determine a budget, sponsorship, and donation needs.
 - If needed, reach out to businesses for donations, or sponsorship.
- Select the date for the event
- Investigate special permits, licenses, or insurance needed for event.
- Book a site visits for potential venues.
- Send letters of agreement/contracts to venue and suppliers.
- Decide on entertainment needs. I.e. speakers, presenters or entertainers and the audiovisual capabilities of the venue.
- Determine guest list, and notify attendees.
- Book a caterer if needed.
- Make travel/accommodation arrangements, if necessary.
- Signs and printed materials.
- Confirm staffing needs, i.e. volunteers.

MIDDLE OF PLANNING

- Confirm speakers, entertainment, and presenters.
- Create an event agenda
- Conduct a volunteer orientation to provide information and a schedule.
- Advertise your event!
- Follow-up with businesses in regards to their sponsorship, or donation.
- Confirm any travel/accommodation details
- Confirm any audiovisual requirements needed by entertainment, and venue.
- Check (72 hours in advance) any meal and beverage arrangements.

DAY OF EVENT

- Check venue space 3 hours in advance.
- Ensure all staff and volunteers are present, debrief, and review emergency procedures.
- Organize areas specific to entertainment, and volunteers



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AFTER EVENT

- Tear down of event: remove all equipment, and clean up.
- Complete budget and financials
- Send out thank-you letters
 - Sponsors
 - Donors
 - Volunteers
 - Entertainment
 - Media