

Event Planning Checklist

Event Title	Date of Event
Sponsored By	
Event Room	Reserved on _____
Event Time __:__ to __:__	Reserved for __:__ to __:__
Sound System Needs	Confirmed on _____
Technical / Set-Up Needs	Confirmed on _____
<ul style="list-style-type: none"> Electricity Plumbing Furniture Lighting Tables Other 	
Total Set-Up hours _____	Total Set-Up Price _____
Menu	Reserved on _____
	Set-up/ready by __:__
Menu Price _____	
Advertising	Put up by __/__/__
<ul style="list-style-type: none"> FB Posters Email Calendar (i- __, Time, Date, Sponsored by, Contact Info, Cost, Local) To Public (if so, how much charging?)? Rogue Marketing 	
Transportation	Reserved for __:__ to __:__
Driver _____	on __/__/__
Total Cost _____	
Hotel	Check-In Date __/__/__
Total Nbr. Nights _____	Check-Out Date __/__/__
	Total Cost _____
	Confirmed on __/__/__
Flight	
	Confirmed on __/__/__

Décor	Item	Description	Cost	Purchase Date

Total Décor Cost _____

Prizes	Item	Description	Cost

Total Prizes Cost _____

Notes