



Event planning checklist

3 Months before Event

Activity	Completed
Establish requirements or reasons for the event and set a budget.	
Establish your guest list to ensure you choose a venue with big enough capacity.	
Set a theme if required.	
Research venues or ask Function Fixers to help you source a venue. Remember to keep in mind capacity, budget and what is and is not included in the cost. Consider catering, AV, Production and so on.	
Set a date and book your venue.	
Organise guest speakers, live bands if applicable and essential personnel.	
Prepare and send out invitations. Include the date, location and dress attire if applicable.	





At least one month before the event

Organise catering if not provided by the venue and make use of free tasting sessions many caterers offer.	
Organise AV, production, props, decorations, gifts and so on.	
Confirm attendees and make seating arrangements.	
Create a schedule for the event and organise printing for individual schedules if required.	
Plan room layout.	

On the day or day before event

Set up of venue, make sure to have a plan of the room layout to hand. Remember to check everything works such as audio-visual equipment.	
Take a look at your agenda to prepare yourself.	
Take a deep breath, smile and enjoy a great event!	

