Event Planning To-Do List
Use this as a guide to plan your event.

Two-Three Months Before Your Event

❑ **Set clear event goals and determine your budget.**
Is the purpose of the event a business meeting, training, or a celebration? Will people be fed? Determining goals can make selecting your venue and activities easier. It also helps dictate your budget.

❑ **Consider your audience and potential date/times of the event.**
Who needs to attend? What time of day should this take place? Is your date flexible? If you're not sure about the best day for the event, poll your potential audience or guests.

❑ **Determine your space needs.**
How many total guests will you have? What type of room setup do you need (e.g, classroom, banquet, theater)? Do you need multiple rooms for different sessions or activities?

Do you need budgeting help?

Download our free Event Budget Template for an easy way to track your spending. It even includes typical event expenses to help you build your budget.

uofl.me/eventbudgets

❑ **Book your venue and caterer.**
If your date is flexible, use this to your advantage and shop for the best rates. When shopping for a venue, get detailed information about what is included with your room rental. Be sure to book any entertainment, speakers, photographers, etc. as early as possible.

❑ **Identify other event needs (A/V, linens, stage, décor, etc.).**
If you need additional items that are not covered by your venue, make arrangements to rent them. Ask your venue for recommended vendors and how to coordinate the delivery and set up of additional items.

Four-Six Weeks Before Your Event

❑ **Create an event flow and timeline.**
What will take place during the event? What needs to happen behind the scenes during the event to make it a success? Who can help? Who needs to know the plan? Put together a schedule to help keep everyone on track.

❑ **Determine the room configurations and setups.**
How should the tables and chairs be set up? What activity should take place in each room? Provide the schedule and room configurations to the venue. Ask the venue to provide you with diagrams showing each room's setup. Develop back-up plans in case attendance changes.

❑ **Review catering options.**
Consider dietary restrictions (and how you will handle them the day of the event), attendee count, event theme, etc. Make a list of questions and review them with your catering coordinator. When obtaining a quote, ask the caterer to include all costs such as labor, tax, rental items, etc.

Two Weeks Before Your Event

❑ Finalize your menu with the caterer.
❑ If using outside vendors, provide those details and the vendors' contact information to the venue and ensure the parties are coordinating on all details.

Three Days Before Your Event

❑ Provide the final catering count.
❑ Provide final attendee count and confirm room setup with your venue.
❑ Confirm time of setup on your event day.
❑ Confirm with additional vendors and communicate their arrival time to your venue.

Day of Your Event

❑ Arrive at the agreed upon time and begin setup.
❑ Make sure team members have a copy of the event schedule.

After Your Event

❑ Review your invoices to make sure your venue, catering and all other charges are accurate.
❑ Ask for feedback from event attendees using a post-event survey.

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