Canadian Cancer Society / Société canadienne du cancer

Event planner's checklist

Pre-planning

- ☐ Decide on food and bevarage
- ☐ Choose a theme for your event
- ☐ Decide on the number of guests you want attending
- ☐ Find a venue
- ☐ Inquire about licensing or permits required
- ☐ Determine event needs such as audio visual, staging, decor etc.
- ☐ Committee is formed

Determine your budget

- ☐ Create a budget for items like decoration, food, beverage, invitations, etc.
- ☐ Determine where funds will come from

5-6 Weeks prior

- ☐ Tasks from the committee have been separated and given out
- ☐ Menu is select for food and beverage
- ☐ Promotional materials have been created
- ☐ Invitations have been sent out
- ☐ A timeline for the event has been created
- ☐ Sponsorship solicitation has begun
- ☐ Rental costs have been researched
- ☐ Entertainment has been booked
- ☐ Regular weekly committee meetings are underway
- ☐ Ticket sales have begun

3-4 Weeks prior

- ☐ Contracts are signed with vendors and suppliers
- ☐ Decorations are purchased
- ☐ Volunteer Recruitment begins
- ☐ Guest list is created

2 Weeks prior

- ☐ All bookings are re-confirmed
- ☐ Detailed list of supplies is created
- ☐ Script for Emcee is created

1 Week prior

- ☐ All dates and times are confirmed for Emcee
- ☐ Speeches are finalized
- ☐ Duties for the "day of" are set
- ☐ All final #'s have been provided to the caterer and venue
- ☐ All programs and name tags are printed
- ☐ List of emergency contacts is printed and distributed
- ☐ Cash transportation has been handled

Day before

- ☐ Everything you need is packed and ready to go
- ☐ All equipment and supplies are double checked
- ☐ Cell phone is charged
- ☐ Float is prepared
- ☐ Rest and relax

The big day

- ☐ Early arrival to check the venue
- ☐ Equipment unpacked
- ☐ Staff and volunteers are shown their duties
- ☐ Conduct an overview of how the day will go
- ☐ Decorations are put up
- ☐ Regirstration table is in place
- ☐ Have fun

After the event

- ☐ Materials and equipment are all packed up
- ☐ Feedback is taken from guests
- ☐ All bills are paid
- ☐ Thank you letters and e-mails are sent out
- ☐ Evaluations are filled out