Master event checklist

Tick as you go · the online version saves your progress

Before anything

- [ ] Write the goal in one sentence and how you will know it worked
- [ ] Set the budget envelope and a 10% contingency
- [ ] Pick three candidate dates and check holidays and competing events

Venue

- [ ] Shortlist by capacity, curfew, bar policy, accessibility
- [ ] Tour the top two with the venue tour checklist
- [ ] Sign after reading cancellation and minimum-spend clauses

Vendors & entertainment

- [ ] Book headline entertainment and music first
- [ ] Collect COIs from every vendor
- [ ] Collect tech riders and send to the venue

Guests

- [ ] Send save-the-dates or open registration
- [ ] RSVP cut-off two weeks before
- [ ] Seating plan after final numbers

Permits & risk

- [ ] Special Occasion Permit if alcohol at an unlicensed venue
- [ ] Tent, noise, road-closure or park permits
- [ ] One-page emergency plan

Week of

- [ ] Confirm every vendor arrival time in writing
- [ ] Print run of show, signage, seating chart
- [ ] Pack the day-of emergency kit

After

- [ ] Settle invoices and gratuities within 7 days
- [ ] Survey within 48 hours
- [ ] Debrief: what went wrong, the fix, the lesson