

EVENT MANAGEMENT CHECKLIST

Event Information

Event Name _____

Venue Name _____

venue Contact Details: _____

To Do List

1. Project Setup

- ☐ Create a central project document to track key information
- ☐ Define event objectives and success measurements
- ☐ Identify key stakeholders and responsibilities
- ☐ Set up budget tracking and payment reminders
- ☐ Agree key financial deadlines

2. Planning & Timeline

- ☐ Create a detailed event timeline with key dates
- ☐ Include supplier deadlines and attendee communications
- ☐ Confirm timelines with venue and suppliers
- ☐ Build in contingency time for changes

3. Budget & Compliance

- ☐ Create and manage a budget (including venue, catering, staffing, etc.)
- ☐ Track spend against budget throughout
- ☐ Prepare risk assessment and health & safety documentation

- ☐ Ensure relevant compliance (e.g. data protection, accessibility)

- ☐ Arrange insurance if required

4. Venue & Suppliers

- ☐ Obtain and review venue contract (including timings, terms, and inclusions)
- ☐ Organise site visit and menu tasting (if applicable)
- ☐ Confirm room layouts and setup requirements
- ☐ Book and manage suppliers
- ☐ Confirm supplier deliverables, costs, and deadlines
- ☐ Obtain key documents (e.g. event orders, rooming list if applicable)
- ☐ Confirm final numbers with venue and suppliers
- ☐ Arrange and confirm delivery of materials

5. Staffing

- ☐ Confirm event staff
- ☐ Define roles and responsibilities
- ☐ Book travel and accommodation (if required)
- ☐ Ensure appropriate staffing levels
- ☐ Provide staff briefings ahead of the event

6. Website & Tech

- ☐ Set up and test registration process
- ☐ Include key event information (agenda, venue, timings)
- ☐ Launch registration and monitor responses
- ☐ Manage attendee information appropriately

7. Event Preparation

- ☐ Finalise event schedule and agenda
- ☐ Issue joining instructions (including travel details & contact information)
- ☐ Prepare key materials (attendee list, signage, run sheet, badges if needed)
- ☐ Confirm final numbers with all suppliers
- ☐ Arrange delivery of materials to venue
- ☐ Send final briefings to staff and suppliers

8. Final Checks

- ☐ Confirm outstanding payments and deposits
- ☐ Reconfirm all key details with venue and suppliers
- ☐ Ensure all materials, documentation, and equipment are ready

9. Post-Event

- ☐ Collect attendee and stakeholder feedback
- ☐ Review final budget vs spend
- ☐ Conduct internal and supplier debrief
- ☐ Capture learnings for future events

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