

Event planning checklist

Use this to plan a club event. Put one person and a due date beside each task. Mark each row To do, Doing, Done, or Not needed.

Event and purpose [name and what you want participants to get from it]

Date and place [date, time, venue or online link]

Lead and adviser [names and school contact]

Audience and size [who it is for and expected number]

Budget limit and source [amount, currency, funding and approval needed]

Before announcing

Task	Owner	Due	Status
Confirm the date, venue, capacity and backup plan.	[Name]	[Date]	[Status]
Check school approval, supervision and event rules.	[Name]	[Date]	[Status]
List costs and get spending approval.	[Name]	[Date]	[Status]
Check accessible entry, seating, toilets and online access.	[Name]	[Date]	[Status]
Plan food, allergy information and any access requests.	[Name]	[Date]	[Status]
Confirm speakers, partners and equipment.	[Name]	[Date]	[Status]
Set up registration with only the information needed.	[Name]	[Date]	[Status]
Confirm photo consent and how images may be used.	[Name]	[Date]	[Status]

Invite people

[Who needs to hear about the event? Add channels, the invitation deadline, and the person who will send it.]

Include the date, time, location, cost if any, access information, and a contact for questions.

In the week before

Task	Owner	Due	Status
Confirm headcount, supplies, speakers and volunteers.	[Name]	[Date]	[Status]
Share the schedule and emergency contact with the team.	[Name]	[Date]	[Status]
Check setup, sound, screens, links and a backup activity.	[Name]	[Date]	[Status]
Send participants a reminder and arrival details.	[Name]	[Date]	[Status]

On the day

Time	What happens	Lead
[Time]	[Setup and equipment check]	[Name]
[Time]	[Welcome and check in]	[Name]
[Time]	[Main activity]	[Name]
[Time]	[Close, pack up and venue check]	[Name]

If plans change [backup venue or activity and who decides]

Get help [school or venue contact and how to reach them]

After the event

Task	Owner	Due	Status
Thank helpers and return borrowed items.	[Name]	[Date]	[Status]
Record actual costs and send approved receipts.	[Name]	[Date]	[Status]
Collect short feedback and note what to change.	[Name]	[Date]	[Status]
Save useful files and delete data when no longer needed.	[Name]	[Date]	[Status]

What worked and what to change next time [Add a few useful notes.]