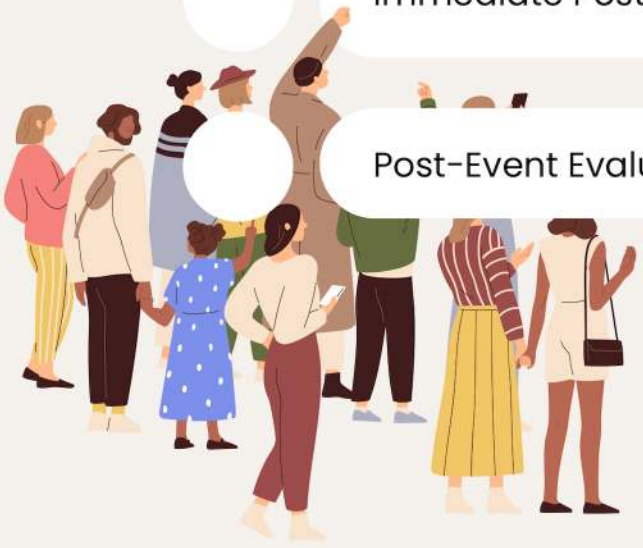
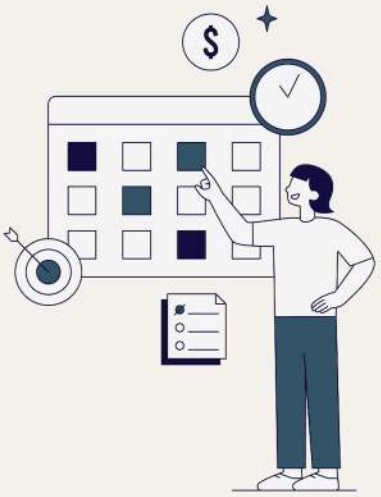
EVENT PLANNING CHECKLIST

BY STAHLA



- [ ] Initial Steps (6-12 Months Before Event)
- [ ] Research and Vendor Contracting
- [ ] Team and Project Management
- [ ] Event Program and Theme / Marketing and Promotion
- [ ] Budget Management / Health and Safety
- [ ] Final Preparations (1 Month Before Event)
- [ ] On-Site Setup (1 Week Before Event)
- [ ] Event Day Management
- [ ] Immediate Post-Event Actions
- [ ] Post-Event Evaluation and Analysis





PRE-EVENT PLANNING

INITIAL STEPS (6-12 MONTHS BEFORE EVENT)

№	TASK	DESCRIPTION	✓
1	Define the Event's Purpose and Objectives	Outline the goals you aim to achieve with your event.	
2	Establish a Preliminary Budget	Draft a budget including estimates for venue, catering, entertainment, and marketing.	
3	Identify Target Audience	Determine who your event is for to tailor theme, marketing strategies, and content.	
4	Select a Date and Venue	Choose a date that doesn't conflict with major holidays or events and a venue that meets your needs.	
5	Plan Essential Amenities	Ensure guest comfort with Stahla Restroom Trailer Rentals.	

RESEARCH AND VENDOR CONTRACTING (4-6 MONTHS BEFORE EVENT)

№	TASK	DESCRIPTION	✓
6	Conduct Research on Potential Venues and Vendors	Create a list by researching online reviews, visiting venues, and seeking recommendations.	
7	Request Quotes and Proposals	Reach out to shortlisted venues and vendors for detailed quotes and proposals.	
8	Finalize Contracts with Key Vendors	Secure agreements with detailed contracts, ensuring all terms are clearly outlined.	

TEAM AND PROJECT MANAGEMENT

№	TASK	DESCRIPTION	✓
9	Assemble Your Event Planning Team	Identify key roles such as Event Coordinator, Marketing Lead, Logistics Manager, and Volunteer Coordinator.	
10	Assign Roles and Responsibilities	Create a detailed project plan assigning specific tasks to team members.	
11	Develop a Detailed Project Timeline	Break down the event planning process into manageable phases and set deadlines.	

MARKETING AND PROMOTION

№	TASK	DESCRIPTION	✓
12	Develop a Marketing Strategy	Identify channels for promotion such as social media, email campaigns, and partnerships.	
13	Create Promotional Materials	Design and produce flyers, brochures, social media graphics, and press releases.	
14	Launch the Event Website and Online Registration	Set up an event website that provides all necessary information and an easy registration process.	
15	Utilize Social Media for Event Promotion	Leverage platforms like Facebook, Twitter, LinkedIn, and Instagram for visibility and engagement.	

BUDGET MANAGEMENT

№	TASK	DESCRIPTION	✓
16	Finalize the Budget	Review and adjust your preliminary budget based on confirmed costs.	
17	Track Expenses and Adjust as Needed	Use budgeting software to monitor expenditures in real-time and adjust to avoid overspending.	

HEALTH AND SAFETY

№	TASK	DESCRIPTION	✓
18	Ensure Compliance with Health and Safety Regulations	Familiarize yourself with local regulations and guidelines to ensure compliance.	
19	Plan for First Aid, Transportation, and Access	Arrange for on-site first aid facilities, accessible transport options, and entry points for individuals with disabilities.	
20	Secure Necessary Insurance and Permits	Obtain liability insurance and secure all required permits from local authorities.	



EVENT SETUP AND EXECUTION CHECKLIST



FINAL PREPARATIONS (1 MONTH BEFORE EVENT)

№	TASK	DESCRIPTION	✓
21	Confirm All Vendor Arrangements	Confirm final details and delivery schedules with all vendors.	
22	Send Out Final Invitations and Reminders	Ensure all invitations are sent and follow up with any pending RSVPs.	
23	Conduct a Pre-Event Walkthrough	Visit the venue with your planning team and key vendors to go through the setup plan.	
24	Plan Essential Amenities	Ensure guest comfort with Stahla Restroom Trailer Rentals.	

ON-SITE SETUP (1 WEEK BEFORE EVENT)

№	TASK	DESCRIPTION	✓
25	Set Up the Venue	Begin setting up the venue according to the layout plan.	
26	Test All AV Equipment and Technology	Ensure all audio-visual equipment is working correctly with sound checks and tests.	
27	Coordinate with Vendors and Staff	Confirm arrival times and setup schedules with all vendors and brief staff on their roles.	
28	Secure and Position Restroom Facilities	Set up Stahla Bathroom Trailer Rentals for optimal attendee convenience.	

EVENT DAY MANAGEMENT

№	TASK	DESCRIPTION	✓
29	Manage On-Site Logistics and Attendee Check-Ins	Set up a registration desk for efficient check-ins and assist with attendee questions.	
30	Oversee the Event Schedule	Monitor the event timeline to ensure all activities start and finish on time.	
31	Address Any Issues That Arise	Be prepared to handle unexpected problems calmly and efficiently.	
32	Ensure Guest Satisfaction	Provide excellent customer service and gather real-time feedback from guests.	

POST-EVENT ACTIVITIES CHECKLIST



IMMEDIATE POST-EVENT ACTIONS

№	TASK	DESCRIPTION	✓
33	Conduct a Debrief with the Planning Team	Discuss what went well, what could be improved, and any issues that arose.	
34	Handle Vendor Payments and Final Invoices	Ensure all vendors are paid promptly and all financial obligations are settled.	
35	Send Thank-You Notes to Attendees and Sponsors	Show appreciation by sending personalized thank-you notes or emails.	

POST-EVENT EVALUATION AND ANALYSIS

№	TASK	DESCRIPTION	✓
36	Gather Feedback from Attendees and Stakeholders	Distribute post-event surveys to gather feedback.	
37	Analyze the Event's Success Against Objectives and KPIs	Review performance metrics against goals and key performance indicators.	
38	Document Lessons Learned and Areas for Improvement	Create a detailed report highlighting successes and areas for improvement.	

FOLLOW-UP AND REPORTING

№	TASK	DESCRIPTION	✓
39	Compile a Post-Event Report	Summarize all findings, feedback, and metrics into a comprehensive report.	
40	Share Highlights and Outcomes with Stakeholders	Communicate the event's success and key takeaways with stakeholders.	
41	Plan for Future Events Based on Insights Gained	Use insights from the post-event analysis to start planning for future events.	

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