

Event Planning Checklist

Use this basic checklist as a guide to planning a successful event. Remember, this list may not have all of the specifics that your event requires, so brainstorm prior to your event planning to make sure that everything gets covered!

Type of Event: _____

Date of Event: _____

Time: (Does it require reservations?) _____

Location(s) or Virtual Platform (Google Meet, Zoom, Facebook, ect.):

Transportation (how will you and others get to and from this event?): _____

Cost of Event: How much money should people be prepared to spend?

- **Food:** _____
- **Admission Fee / Tickets:** _____
- **Other:** _____

Invitations: Who will you invite to your event? (Start with 3 others, but have backups in mind)

Name	Who will invite them?	Can they come?/Notes

Making calls to attendees, say:

Hi,

This is _____ from Pathways. I am planning a small group outing on _____ (date). We will be _____ (type of activity). We will going to _____ (location of event) at _____ (am/pm). If you would like to take the van, we are meeting at _____ (van location) at _____ (am/pm) and returning at _____ (am/pm). You will need \$_____ for the event. Please let me know if you can join me by _____ (date). My phone number is _____. I hope to hear from you soon, thanks!

Have you...

- Called all of your guests?
- Left a voicemail if they did not answer? **Do not to call over and over.** Give a limit of how many times to call before giving up (3) and then give a method of how to convey that to the person politely who did not respond. i.e. Hello, Jane. This is Betty, unfortunately, since I didn't hear back from my previous messages by Jan. 15th, I have asked another person to attend this time. Maybe we can get together another time if you are interested. If so, call me at 314-555-5555 and we can schedule something fun.
- Told them the date, time, and location of the event?
- Explained the event cost(s)?
- Prepared transportation for yourself (if necessary)?
- Coordinated a meeting spot with guests at event location?
- Asked guests to bring supplies as needed (snacks, crafts, games)?
- Given guests proper directions to event location if needed?
- Provided snacks, games, movies, or crafts for guests if expected?
- Confirmed attendance with your guests or PTI staff?
- Warned guests of proper attire for the event pending the weather conditions? (ex. Wear clothes and shoes for hiking)
- Thought of a back-up plan if it rains (if planning an outdoor activity)?
- Asked or scheduled off of work or volunteering?