Event Planning Checklist

A printable event planning timeline from eight weeks out to the day after, with a budget table and a run-of-show planner.

Event name: _____

Purpose: _____

Date and time: _____

Number of guests: _____

Budget: _____

6–8 weeks before

- [ ] Set budget with a 10–15% contingency
- [ ] Book venue
- [ ] Draft guest list
- [ ] Book key suppliers (food, equipment, photography)

4–6 weeks before

- [ ] Send invitations with an RSVP date
- [ ] Plan agenda or programme
- [ ] Arrange decorations

2–3 weeks before

- [ ] Follow up RSVPs
- [ ] Collect dietary and accessibility needs
- [ ] Plan layout or seating

1 week before

- [ ] Confirm final numbers with venue and caterer
- [ ] Write the run-of-show
- [ ] Assign helpers

Day before and on the day

- [ ] Pack supplies and charge devices
- [ ] Arrive early to set up
- [ ] Brief helpers
- [ ] Follow the run-of-show

After the event

- [ ] Thank guests and suppliers
- [ ] Pay invoices
- [ ] Note lessons for next time

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Budget

Item	Estimated	Actual
Venue		
Food and drink		
Equipment		
Decorations		
Printing		
Contingency		
Total		

Run-of-show

Time	Activity	Person responsible

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