

Event or Meeting Planner Checklist

Provide a checklist of details for your chosen event or meeting.

Items to remember (not all items may need to be used):

- Date
- Decorations
- Food
- Hotel
- Music
- Room arrangements
- Special needs accommodations
- Technology needs
- Transportation
- Venue

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____