**EVENT PLANNING CHECKLIST**

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| --- | --- |
| Event name: | [Name] |
| Date of event: | [Date] |
| Time of event: | [Time] |
| Location(s) of event: | [Location] |
| Event coordinator/contact person: | [Name] |
| Target audience: | [Number of Audience] |
| Event objectives: | [Objective] |
| Number of guests: | [Number of Guest] |
| Number of children among the totalnumber of guests: | [Number of children] |
| Description of event: | [Description] |
| Possible risks: | [Risks] |
| Evaluation criteria: | [Criteria] |

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| **Budget: identification of budget sources:** |
| [ ]  Own event sources |  |
| [ ]  Sponsorship |  |
| [ ]  Other contributions |  |

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| **Security:** |
| [ ]  Security alerted |  |
| [ ]  Provision of first aid |  |

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| **Audi/visual equipment:** |
| [ ]  LCD Projector(s) |  |
| [ ]  Laptop(s) |  |
| [ ]  Screen(s) |  |
| **Microphones:**[ ]  corded [ ]  cordless |  |
| [ ]  Lavaliere microphone |  |
| [ ]  Sound board (3+ microphones) |  |
| [ ]  JBL Speakers / Sound System |  |
| [ ]  Presidential Podium |  |
| [ ]  Lectern |  |
| [ ]  Wireless presenter |  |
| [ ]  Stage |  |
| [ ]  Stage extensions (runway) |  |
| [ ]  Dance Floor |  |
| [ ]  Piano |  |