**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 total  number of guests: | [Number of children] |
| Description of event: | [Description] |
| Possible risks: | [Risks] |
| Evaluation criteria: | [Criteria] |

|  |  |
| --- | --- |
| **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 |  |