**CORPORATE EVENT PLANNING CHECKLIST**

**Travel Perk:** Travel Perk is a corporate travel platform enabling businesses to book, manage, and report on business travel all on one platform. Travel Perk integrates with your existing software stack to help you get a complete overview of your business travel-from browsing top travel options to reporting on your trip.

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| --- | --- | --- | --- |
|  | **Action** | **Status** | **Date** |
|[ ]  Set event goals and outcomes |  |  |
|[ ]  Decide on the event type |  |  |
|[ ]  Define your target audience |  |  |
|[ ]  Set a date |  |  |
|[ ]  Create a budget |  |  |
|[ ]  Source a venue |  |  |
|[ ]  Consider accommodation options |  |  |
|[ ]  Check travel options |  |  |
|[ ]  Book venue accommodation/travel |  |  |
|[ ]  Organize catering |  |  |
|[ ]  Create your invites |  |  |
|[ ]  Share invites with attendees |  |  |
|[ ]  Reach out to sponsors |  |  |
|[ ]  Source and book entertainment |  |  |
|[ ]  Market the event |  |  |
|[ ]  Send reminders |  |  |
|[ ]  Build and brief a team of necessary) |  |  |
|[ ]  Conduct final checks |  |  |
|[ ]  Gather post-event data |  |  |

**Planning your next big corporate event?
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**Discover how Travel Perk's events management solution can help you
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