



FREE EVENT CHECKLIST!

To get you prepared for your next event.

- What is your vision?
- Event goal
- Date of event
- Budget
- How many people are attending? Participant registrations or tickets to be sold
- Prepare a flow of event or Script to follow
- Find Venue
- Set up plan; the size of venue, where you would like the stage, etc.
- Hire others to help (staff, volunteers, photographers)
- Confirm your talent, presenters, speakers, entertainment, etc...
- Find sponsors
- Marketing and Promotion for event
- Permits, Licenses (noise permits, road closures, food & drink permits, etc.)
- Find Contractors- (stage, lighting)- Make sure they are
- licensed and insured
- Risk Management (first aid, insurances)
- Security Plan (crew, radio equipment, crowd control)
- Food vendors
- Site Preparation
- Cleaning/ Waste Management plan
- Prepare scripts for hosts or list of songs to be played
- Organize awards, certificates, if needed