**Sample Event Checklist**

| Task | Responsibility | Date | Company | Confirmed |
|---|---|---|---|---|
| Event Budget | | | | |
| Site for the Event | | | | |
| Invitation | | | | |
| Key Note Speaker | | | | |
| Menu | | | | |
| Entertainment | | | | |
| Audio visual | | | | |
| Ticket Sales | | | | |
| Sponsorship | | | | |
| Program | | | | |
| Raffle/ auction items | | | | |
| Publicity / Promotion | | | | |
| Decorations | | | | |
| Licenses / Permits | | | | |
| Mailing / courier | | | | |
| Donations | | | | |
| Photographer | | | | |
| Flowers | | | | |
| Signage | | | | |
| Volunteers | | | | |
| Website Update | | | | |
| Media Release | | | | |
| Security | | | | |
| Maintenance | | | | |
| Thank you letters | | | | |
| Invoices Paid | | | | |
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