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				