

# EVENT PLANNING CHECKLIST

## BEFORE

- Set date
- Reserve room/location rental
- Begin event promotion
- Send event registration email
- Email/social media reminders
- Secure/confirm speaker
- Setup refreshments/decorations
- Print badges

## DURING

- Hand out badges
- Oversee check-in table
- Manage attendance tracking
- Thank speaker and sponsors (*live in front of audience*)
- Engage with social media

## AFTER

- Send thank you for attending email
- Post photos
- Post presentation
- Thank the speaker
- Thank the sponsors
- Publish social media



[Checklists help] with memory recall and clearly set out the minimum necessary steps to a process. ... [Checklists] provide a kind of cognitive net. They catch mental flaws inherent in all of us - flaws of memory and attention and thoroughness."

— Atul Gawande

The Checklist Manifesto: How to Get Things Right