Pre-holiday

EVENT PLANNER CHECKLIST



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Checklist

By following this checklist, you can ensure a smooth transition into your holiday break and a successful start to your event planning endeavors in Q1 2024.

1. Review Upcoming Events:

- [ ] Identify all events scheduled for Q1 2024.
- [ ] Confirm event dates, venues, and budgets.

2. Staffing and Resources:

- [ ] Ensure your team is aware of their responsibilities during your absence.
- [ ] Delegate tasks and roles for upcoming events.
- [ ] Verify that you have sufficient resources, including event materials and equipment.

3. Client Communication:

- [ ] Inform your clients about your holiday schedule.
- [ ] Address any urgent client requests or concerns.

4. Vendor Coordination:

- [ ] Confirm arrangements with event vendors and suppliers.
- [ ] Ensure contracts are in place for all Q1 events.
- [ ] Provide vendor contacts to a colleague who can assist if needed.

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5. Event Timelines:

- [ ] Update and share event timelines with your team.
- [ ] Ensure everyone understands critical milestones and deadlines.

6. Technology and Tools:

- [ ] Ensure access to event planning software and tools for your team.
- [ ] Set up automatic email responses to inform senders of your unavailability.

7. Event Marketing:

- [ ] Check the status of event marketing campaigns.
- [ ] Schedule social media posts, newsletters, and promotions for Q1 events.

8. Budget Review:

- [ ] Review event budgets and expenses.
- [ ] Ensure funds are allocated correctly for Q1 events.

9. Emergency Plan:

- [ ] Create a detailed emergency plan with contact information for each event.
- [ ] Share this plan with your team.

10. Documentation and Reporting:

- [ ] Organise event files, contracts, and important documents.
- [ ] Set up a system for tracking event progress and post-event reporting.

11. Backup Event Planner:

- [ ] Designate a colleague or team member to serve as the backup event planner during your absence.
- [ ] Ensure they are familiar with the Q1 event details and your planning process.

12. Final Check:

- [ ] Conduct a final check to ensure all loose ends are tied up before your holiday..
- [ ] Set up out-of-office notifications on your email and voicemail.

13. Enjoy Your Holiday:

- [ ] Take some time to relax and recharge so you can return to work with renewed energy in the new year!

In-Person Venue

- [ ] What time will you have access to the venue on the day of the event?
- [ ] Do you have details of the person who will assist you if you can't access the building?
- [ ] Is the venue accessible via public transport?
- [ ] Which parking areas are available for guests to use?
- [ ] How will packages be collected/found?
- [ ] Is the venue capable of providing the AV equipment you need for the event?
- [ ] Where would the sound desk be located in the main room?
- [ ] How often will facilities such as toilets be checked, replenished and cleaned?
- [ ] When do you need to give a final head count for food and beverages?
- [ ] Is any security provided by the venue?
- [ ] Can the venue provide you with the necessary desks/tables and chairs as required?
- [ ] What is the maximum capacity of the venue?
- [ ] What are the options for event signage?
- [ ] What color linen is provided? Is there a choice of colours?
- [ ] Are there any additional technologies being offered by the venue?
- [ ] How do guests access the WIFI?
- [ ] How should you notify the kitchen if the event is ahead or behind schedule?
- [ ] Will there be any comfortable furniture in the break-out rooms?

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