

Event checklist.

Details

Details	
Name of event	
Date of event	
Time of event	
Location	
Organiser	
Committee	
Event description	

To do

Task	Who	Notes	Due	Done
Logistics				
Pick a place and time				<input type="checkbox"/>
Reserve venue				<input type="checkbox"/>
Research rules and limitations of space				<input type="checkbox"/>
Check on licences and insurances				<input type="checkbox"/>

Task	Who	Notes	Due	Done
Publicity and ticket sales				
Plan social media campaign				<input type="checkbox"/>
Create ad/flyer/poster/tickets				<input type="checkbox"/>
Set up ticket sales website if needed				<input type="checkbox"/>
Auctions and raffle prizes				
Letters/emails to local business for support				<input type="checkbox"/>
Source auction and raffle items				<input type="checkbox"/>
Source auctioneer if needed				<input type="checkbox"/>
Event management				
Source and book music /entertainment/MC				<input type="checkbox"/>
Source and book caterer if needed				<input type="checkbox"/>
Volunteer management for the event				<input type="checkbox"/>
Plan program or run sheet for the evening				<input type="checkbox"/>
Create table plan/venue plan				<input type="checkbox"/>
Risk assessment and COVID safe plan				<input type="checkbox"/>
Event budget				<input type="checkbox"/>
Money handling plan				<input type="checkbox"/>
Post event				
Thank supporters				<input type="checkbox"/>
Bank funds raised				<input type="checkbox"/>