

Planning Your Event - Checklist

This form should be used to assist you in completing all the elements listed in planning your event

	By Whom	By When	Completed (Date)	Notes
Location				
Date				
Audience				
Activities				
Equipment				
Event Risks				
Liaison				
Attendance				
Licensing				
Insurance				
Timelines				
Event Plan				
Costs				
Noise				

Notes:
