



# The Ultimate Event Planning Checklist

Print off this checklist and use it to remember everything you need to leading up to your event!

	Done	Person Responsible	Approx. Hours To Complete	Due
<b>4-6 Months Ahead of Event</b>				
Establish your event goals and objectives	<input type="checkbox"/>			
Select the date	<input type="checkbox"/>			
Identify venue and negotiate details	<input type="checkbox"/>			
Develop an event master plan	<input type="checkbox"/>			
Get cost estimates	<input type="checkbox"/>			
<input type="checkbox"/> Room rental <input type="checkbox"/> Food and beverages <input type="checkbox"/> Equipment <input type="checkbox"/> Speaker fees <input type="checkbox"/> Travel for staff insurance				
Create an event budget	<input type="checkbox"/>			
Recruit an event committee	<input type="checkbox"/>			
Brand your event	<input type="checkbox"/>			
<input type="checkbox"/> Logo <input type="checkbox"/> Tagline <input type="checkbox"/> Website <input type="checkbox"/> Marketing material				
Create and launch publicity plan	<input type="checkbox"/>			
Identify and confirm speakers /presenters/entertainers	<input type="checkbox"/>			

# Corporate Event Planning Guide

**Jiyuan Zhang**



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