

Event planning checklist

Turn the jobs before, during and after an event into a shared plan with owners and deadlines.

Event / organisation: _____ Session / date: _____ Coordinator: _____

Stage	Task	Owner	Due date	Status	Notes or evidence
Plan	Agree purpose audience date and capacity				
Plan	Confirm venue access toilets and transport				
Plan	Set budget and approve spending responsibility				
Plan	Check permissions insurance and venue conditions				
Prepare	Assess risks and agree emergency arrangements				
Prepare	Agree safeguarding lead and reporting procedure				
Prepare	Allocate volunteer roles checks and induction				
Prepare	Prepare registration and privacy information				
Prepare	Arrange first aid and accessibility support				
Prepare	Confirm equipment refreshments and dietary process				
Event day	Brief team and check exits and communication routes				
Event day	Run check-in and monitor attendance				
Event day	Record incidents and escalate concerns				
After	Reconcile costs and thank volunteers				
After	Collect feedback and review improvements				
After	Review records for secure retention or deletion				

Assign a named decision maker for opening the event. Check local, venue and activity-specific requirements instead of treating this checklist as a complete compliance list.