EVENT CHECKLIST TEMPLATE

❑ Date:_____

❑ Time of Day:_____

❑ Type of function:_____

❑ How many guests? _____

❑ Budget:_____

❑ What type of location do I need?_____

- Will I need a Caterer?   Yes   No
- Will I need entertainment   Yes   No
- Will I need a printer (for invitations etc.)?   Yes   No
- Will I need a photographer?   Yes   No
- Will I need a florist?   Yes   No
- Will I need promotional items or gifts?   Yes   No