



Planning Checklist Corporate Event

Corporate Event	
3 Months Before <ul style="list-style-type: none"><input type="checkbox"/> Create an Event Planning Committee.<input type="checkbox"/> Assign responsibilities.<input type="checkbox"/> Set the date, time, and location.<input type="checkbox"/> Determine event goal.<input type="checkbox"/> Decide on a theme. Start thinking how to incorporate throughout entire event.<input type="checkbox"/> Determine overall budget & allocate funds for each party element.<input type="checkbox"/> Start researching entertainment: DJ/band, guest speaker, "wow factor".<input type="checkbox"/> Start researching catering companies.	6 Weeks Before <ul style="list-style-type: none"><input type="checkbox"/> Send Official Invitations. Make sure invitations match the theme.<input type="checkbox"/> Start researching décor.<input type="checkbox"/> Finalize Catering order.<input type="checkbox"/> Purchase gifts/favors.
2 Months Before <ul style="list-style-type: none"><input type="checkbox"/> Order Event Rentals: Tents, Tables, Chairs, Linens, Etc.<input type="checkbox"/> Start talking to catering companies about creating a menu that matches the theme.<input type="checkbox"/> Book Entertainment.<input type="checkbox"/> Research gift/favor options.	1 Month Before <ul style="list-style-type: none"><input type="checkbox"/> If using a florist, place an order.<input type="checkbox"/> Buy décor or hire a decorator.<input type="checkbox"/> Order place cards, menus, brochures, or anything else you want printed.
	2 Weeks Before <ul style="list-style-type: none"><input type="checkbox"/> Confirm with all vendors: event rentals, catering, entertainment, etc.<input type="checkbox"/> Send out event reminder to employees
	1 Week Before <ul style="list-style-type: none"><input type="checkbox"/> Meet with the event planning committee.<input type="checkbox"/> Finalize any loose strings.
	Day of Event <ul style="list-style-type: none"><input type="checkbox"/> Enjoy!