

TASK CHECKLIST + DELEGATION

DATE COMPLETED	TASK	PARTY RESPONSIBLE
	TEAM IDENTIFIED	
	FUNDING SOURCED	
	SPONSORSHIP OBTAINED	
	LOCATION SECURED	
	PERMISSION REQUESTED	
	PERMITS ISSUED / REQUESTED	
	PARKING / TRANSPORTATION LOGISTICS	
	EVENT ENTERTAINMENT / SPEAKERS CONFIRMED	
	TALENT REHEARSALS SCHEDULED	
	INVITE LIST COMPILED	
	RSVP PROCESS DEFINED	
	INVITATIONS COMPOSED / PRINTED	
	INVITATIONS SENT	
	PRINT ADVERTISING	
	RADIO / TELEVISION ADVERTISING	
	MEDIA ADVERTISING	
	EVENT SIGNS / SIGNAGE	
	PROGRAMS / CATALOGUES	
	PROMOTIONAL GIFTS	
	PRIZES / GIVEAWAYS	
	DECORATIONS / FLORAL	
	SEATING	
	TABLES / LINENS	
	GLASSES / DISHES / FLATWARE / NAPKINS	
	FOOD / MENU / DIETARY CONCERNS ADDRESSED	
	BEVERAGES	
	ADDITIONAL STAFF	
	SECURITY / FIRST AID	
	ADA ACCESS	
	HOUSEKEEPING	
	EVENT FLOOR PLAN / SET-UP	
	GUEST GREETERS / USHERS	
	REGISTRATION AREA AND PROCESS	

FEEDBACK ANALYSIS	
STAFF AND VENDOR EVALUATION	
REVIEW OF MEASUREMENTS FOR SUCCESS	
CELEBRATION & THANK YOUS TO TEAM , STAFF, VENDORS, GUESTS, ETC.	

ADDITIONAL COMMENTS

Large empty rectangular area for additional comments.