

Event Planning Checklist

Operational checklist for reliable event delivery.

This checklist is designed for agencies and suppliers delivering live events where staffing, logistics, and timing must work together under pressure.

It reflects how experienced teams plan, schedule, and deliver events when there is no margin for guesswork.

How to Use This Checklist

This checklist is designed to control delivery, not document activity.

Use it to identify gaps early, assign responsibility clearly, and prevent last-minute issues from reaching the event floor.

1. Complete sections **in order**
2. Assign a **named owner** for every item
3. Use the **timing column** to prevent late decisions
4. Do not skip sections, even for repeat events

Unchecked items represent **risk**, not admin gaps.

What This Checklist Controls

This checklist helps teams maintain control across six critical areas:

- **Time**
Ensuring decisions are made early enough to be effective.
- **Ownership**
Making accountability clear for every action.
- **Dependencies**
Highlighting what must be completed before the next step can work.
- **Workforce readiness**
Confirming people are available, suitable, and informed.
- **Information flow**
Keeping teams aligned as plans change.
- **Delivery pressure**
Reducing on-the-day improvisation.

SECTION 1: Planning Phase

Before Anything Is Booked

This section must be completed before venues, suppliers, or staff are confirmed.

<input type="checkbox"/>	Checklist Item	Owner	Timing	Notes / Sign-off
<input type="checkbox"/>	Event objectives defined		Before any booking	
<input type="checkbox"/>	Client requirements documented		Before any booking	
<input type="checkbox"/>	Non-negotiables confirmed		Before any booking	
<input type="checkbox"/>	Budget boundaries agreed		Before any booking	
<input type="checkbox"/>	Location constraints reviewed		Before any booking	
<input type="checkbox"/>	Access restrictions identified		Before any booking	
<input type="checkbox"/>	Capacity limits confirmed		Before any booking	
<input type="checkbox"/>	Roles required defined		Before scheduling	
<input type="checkbox"/>	Role responsibilities agreed		Before scheduling	
<input type="checkbox"/>	Skill requirements per role confirmed		Before scheduling	
<input type="checkbox"/>	Expected staff volumes defined		Before scheduling	
<input type="checkbox"/>	Shift patterns outlined		Before scheduling	
<input type="checkbox"/>	Peak pressure points identified		Before scheduling	
<input type="checkbox"/>	Single points of failure identified		Before scheduling	
<input type="checkbox"/>	Supplier dependencies mapped		Before booking suppliers	
<input type="checkbox"/>	Weather or access risks identified		Before booking suppliers	
<input type="checkbox"/>	Compliance requirements confirmed		Before scheduling	

SECTION 2: Scheduling Phase

Where Most Problems Start

This section must be completed before schedules are shared externally.

<input type="checkbox"/>	Checklist Item	Owner	Timing	Notes / Sign-off
<input type="checkbox"/>	Roles matched to required skills		Before confirmation	
<input type="checkbox"/>	Staff availability checked		Before confirmation	
<input type="checkbox"/>	Double bookings checked		Before confirmation	
<input type="checkbox"/>	Availability conflicts resolved		Before confirmation	
<input type="checkbox"/>	Draft schedules reviewed internally		Before release	
<input type="checkbox"/>	Final schedules approved		Before release	
<input type="checkbox"/>	Staff brief content prepared		Before release	
<input type="checkbox"/>	Brief delivery method agreed		Before release	
<input type="checkbox"/>	Brief delivery timing agreed		Before release	
<input type="checkbox"/>	Confirmation method defined		Before release	
<input type="checkbox"/>	Right-to-work checks completed		Before confirmation	
<input type="checkbox"/>	Certifications verified		Before confirmation	
<input type="checkbox"/>	Health & safety acknowledgements recorded		Before confirmation	

SECTION 3: Event Logistics

Making the Plan Executable

This section must be completed before teams arrive on site.

<input type="checkbox"/>	Checklist Item	Owner	Timing	Notes / Sign-off
<input type="checkbox"/>	Load-in times confirmed		Before event day	
<input type="checkbox"/>	Vehicle access rules confirmed		Before event day	
<input type="checkbox"/>	Accreditation requirements confirmed		Before event day	
<input type="checkbox"/>	Access zones defined		Before event day	
<input type="checkbox"/>	Site access rules communicated		Before event day	
<input type="checkbox"/>	Equipment movement routes agreed		Before event day	
<input type="checkbox"/>	Storage locations confirmed		Before event day	
<input type="checkbox"/>	On-site operational lead assigned		Before event day	
<input type="checkbox"/>	Escalation path defined		Before event day	
<input type="checkbox"/>	Contact list finalised		Before event day	
<input type="checkbox"/>	Real-time update method agreed		Before event day	
<input type="checkbox"/>	No-show contingency agreed		Before event day	
<input type="checkbox"/>	Delay contingency agreed		Before event day	
<input type="checkbox"/>	Supplier failure contingency agreed		Before event day	
<input type="checkbox"/>	Weather contingency agreed		Before event day	

SECTION 4: Health and Safety

Non-Negotiable

This section must be completed before staff arrive on site.

<input type="checkbox"/>	Checklist Item	Owner	Timing	Notes / Sign-off
<input type="checkbox"/>	Event-specific risk assessment completed		Before event day	
<input type="checkbox"/>	Site-specific hazards identified		Before event day	
<input type="checkbox"/>	Workforce exposure reviewed		Before event day	
<input type="checkbox"/>	Public interaction risks assessed		Before event day	
<input type="checkbox"/>	Safety briefing content prepared		Before event day	
<input type="checkbox"/>	Briefing delivery method confirmed		Before event day	
<input type="checkbox"/>	Acknowledgement process defined		Before event day	
<input type="checkbox"/>	Plan-change update process agreed		Before event day	
<input type="checkbox"/>	Incident reporting process defined		Before event day	
<input type="checkbox"/>	On-site safety responsibility assigned		Before event day	
<input type="checkbox"/>	Post-incident review process defined		Before event day	

SECTION 5: Delivery Phase

On-the-Day Control

This section is completed live during delivery.

<input type="checkbox"/>	Checklist Item	Owner	Timing	Notes / Sign-off
<input type="checkbox"/>	Staff attendance confirmed		Event day	
<input type="checkbox"/>	Late arrivals identified		Event day	
<input type="checkbox"/>	Escalation thresholds applied		Event day	
<input type="checkbox"/>	Standby coverage activated if required		Event day	
<input type="checkbox"/>	Shift changes authorised		Event day	
<input type="checkbox"/>	Updates communicated consistently		Event day	
<input type="checkbox"/>	Issues escalated correctly		Event day	
<input type="checkbox"/>	Attendance monitored		Event day	
<input type="checkbox"/>	Access flow monitored		Event day	
<input type="checkbox"/>	Safety conditions monitored		Event day	
<input type="checkbox"/>	Core plans kept locked down		Event day	

SECTION 6: Post-Event Close-Out

Where Teams Win or Lose Time

This section should be completed while details are still fresh.

<input type="checkbox"/>	Checklist Item	Owner	Timing	Notes / Sign-off
<input type="checkbox"/>	Hours worked validated		Within 48 hours	
<input type="checkbox"/>	Timesheet discrepancies resolved		Within 48 hours	
<input type="checkbox"/>	Approvals completed		Within 48 hours	
<input type="checkbox"/>	Debrief completed		Within 7 days	
<input type="checkbox"/>	Issues documented		Within 7 days	
<input type="checkbox"/>	What worked documented		Within 7 days	
<input type="checkbox"/>	Process gaps identified		Within 7 days	
<input type="checkbox"/>	Checklist updates identified		Within 7 days	

Final Sign-Off & Learning

Event name:

Date:

Lead:

Key changes to apply next time:

What This Checklist Protects

- Teams
- Clients
- Delivery
- Time

Used consistently, this checklist reduces risk and removes last-minute chaos.