

MEETING & EVENT PLANNER'S CHECKLIST



1 YEAR PRIOR

- Event Goals & Objectives
- Pick Date
- Pick Venue
- Event Master Plan
- Cost Estimates
- Create Committees
- Contact Sponsors

IDEATION PHASE



PLANNING PHASE



10-12 MOS. OUT

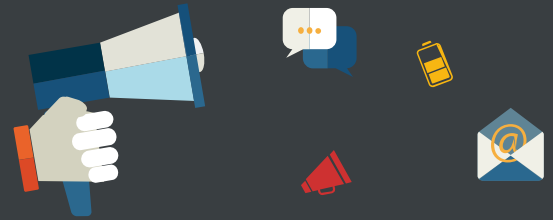
- Speaker/Presenter/Guest
- Accommodations
- Financials & Sponsorships
- Publicity Plan



8-10 MOS. OUT

- Draft Program & Script
- PR Materials (Newsletter, Posters, Etc.)
- Event Webpage & Social Media
- Venue and Logistics Plan

PREPARATION PHASE



HUSTLING PHASE



4-8 MOS. OUT

- Tickets
- Materials from Presenters & Speakers
- Confirm Sponsorships
- Announce Speakers & VIP Guests

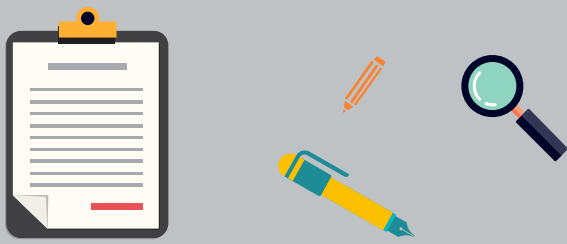
1 MONTH AHEAD

- Briefing of hosts, staff, & VIP greeters
- Seating Plan & Place Cards
- Final Registration Numbers
- Confirm Catering
- Copies of Speeches, Videos, & Presentations

FINALIZATIONS



LAST ROUNDUP



WEEK OF THE EVENT

- Confirm Media Attendance
- Check Signages
- Check Registration Tables & Supplies
- Confirm Catering
- Check Promo Items, Gifts & Tokens

EVENT DAY & POST-EVENT

- Copies of Seating & Parking Plan
- Check Ins with the Staff & Media
- Communications, WiFi, & Power
- Cash Box
- Food, Registration, & Safety Desks

- Thank-You Letters for Guests
- Feedback Forms
- Inventory
- Post-budget Performance Review
- Social Media Posts about Event Success

LET US HELP PLAN THE PERFECT MEETING IN COLORADO



970-331-6063



email@destinationcolorado.com



www.destinationcolorado.com