

Use this checklist to plan your event and make sure nothing gets missed. From guest numbers to décor and drinks, this guide will help you and your venue host the perfect celebration.

<p style="text-align: center;">Guests</p> <ul style="list-style-type: none"> • Estimated number of guests • Confirm guest list (with RSVP deadlines) • Identify VIPs (family, colleagues, important attendees) • Mix of seated vs. standing guests 	<p style="text-align: center;">Food</p> <ul style="list-style-type: none"> • Select Package (Silver, Gold, Canapés etc) • Decide serving style: Sit-down meal, cocktail, grazing • Note dietary requirements (Vegetarian, Vegan, Gluten Free, Dairy Free, Allergies) • Choose add-ons: Grazing boards, Oysters, Dessert Station 	<p style="text-align: center;">Drinks</p> <ul style="list-style-type: none"> • Choose Package (Silver or Gold) • Decide if you want cocktails or bubbles on arrival • Decide if it will a bar tab, packages, or cash bar • Plan for Non-Alcoholic options
<p style="text-align: center;">Decorations</p> <ul style="list-style-type: none"> • Theme or colour scheme • Balloons, signage, flowers • Table setting (candles, menus, name cards) • AV Setup (Lights, projector, music playlist/musician) 	<p style="text-align: center;">Special Considerations</p> <ul style="list-style-type: none"> • Dietary needs (Vegan, Gluten-Free, Nut-Free) • Accessibility (Wheelchair Access, seating with backs) • Kids area or Entertainment • Personal touches (Favourite drink, surprise cake, customised playlist) 	<p style="text-align: center;">Points Of Contact</p> <ul style="list-style-type: none"> • Booking contact at Venue (Name & Phone/Email) • On-Site Manager/Event Coordinator for the night • Lead Staff member for food & beverage service • A support person (not the organiser) to handle matters on the night
<p style="text-align: center;">Budgeting</p> <ul style="list-style-type: none"> • Venue minimum spend / hire fees • Food budget (per person x number of guests) • Drinks budget (per person / bar tab) • Décor & extras • Entertainment / musicians • Contingency buffer (~10%) 	<p style="text-align: center;">Vendors</p> <ul style="list-style-type: none"> • Cake supplier (contact details, delivery time) • Florist (arrangements, delivery time) • Party hire (tables, chairs, props) • AV company (screens, microphones, lighting) • Musicians / DJ (set times, setup needs) • Décor stylist or planner 	<p style="text-align: center;">Timeline</p> <ul style="list-style-type: none"> • 3–6 months out: Confirm date, venue, budget • 2–3 months out: Lock in food & drink packages, vendors • 1 month out: Final guest numbers, dietary requirements, decorations • 1 week out: Finalise run sheet, confirm all contacts • Day of: Arrive early, hand over to venue & designated support person
<p>Notes</p>		

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Decorations	Special Considerations	Points Of Contact
Budgeting	Vendors	Timeline
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