# EVENT CHECKLIST TEMPLATE

- ❑ Date:_____
- ❑ Time of Day:_____
- ❑ Type of function:_____
- ❑ How many guests? _____
- ❑ Budget:_____
- ❑ What type of location do I need?_____

| | | |
|---|---|---|
| • Will I need a Caterer? | Yes | No |
| • Will I need entertainment | Yes | No |
| • Will I need a printer (for invitations etc.)? | Yes | No |
| • Will I need a photographer? | Yes | No |
| • Will I need a florist? | Yes | No |
| • Will I need promotional items or gifts? | Yes | No |