

The Event-Planning Checklist

Your free guide to a smooth, high-impact event — from Kind + Co Events

Whether you're planning a wedding, a work event, or a fundraiser, great events follow the same rhythm. Use this checklist to stay ahead of the chaos — and reach out anytime you want a partner to carry the load.

1

Set the Foundation

3+ MONTHS OUT

- Define your goal: what does success actually look like?
- Set a realistic budget (and a 10% contingency line)
- Lock your date and confirm it against key conflicts
- Estimate guest count and build your invite list
- Choose and book your venue
- Identify your must-have vendors and check availability

2

Build the Plan

6-8 WEEKS OUT

- Confirm all major vendors with signed contracts
- Design the guest experience: arrival, flow, and high points
- Open registration / send invitations or save-the-dates
- Plan your menu, beverages, and any dietary needs
- Line up rentals, decor, AV, and signage
- Build your run-of-show timeline (hour by hour)

3

Coordinate the Details

2-4 WEEKS OUT

- Confirm final headcount and seating / layout
- Brief your team and volunteers on their roles
- Confirm load-in / load-out times with every vendor
- Prepare day-of materials: name tags, programs, signage
- Send guests logistics: parking, timing, what to expect

4

Finalize

WEEK OF

- Reconfirm every vendor (time, location, contact)
- Share the final run-of-show with all key players
- Do a venue walk-through if possible
- Prepare a day-of emergency kit and contact sheet
- Assign a point person for each segment of the event

5

Execute

DAY OF

- Arrive early; confirm setup matches your layout
- Hold a quick all-hands briefing before doors open
- Keep the timeline moving — delegate, don't do it all
- Capture photos and moments for follow-up
- Take a breath and enjoy it — you earned this

6

Follow Through

AFTER THE EVENT

- Send thank-yous to guests, donors, and sponsors within 48 hours
- Reconcile your budget vs. actual spend
- Capture lessons learned while they're fresh
- Measure results against the goal you set in Phase 1
- Nurture the new relationships you made

WANT A PARTNER TO CARRY ALL OF THIS?

Let's plan something great together.

Kind + Co Events plans and executes high-impact events — social, corporate, and nonprofit — so you can focus on what only you can do.

[Book a free 30-minute call →](#)

kacevents.com/30minuteconsultation