



# Event CHECKLIST

## FOUNDATION & VISION

- Choose event type & focus
- Secure venue & access time
- Define guest count & budget
- Begin inspiration research
- Outline key planning milestones
- Hire event planner or stylist

## DESIGN & DIRECTION

- Confirm colour palette
- Choose theme & styling
- Define focal points (balloons/floral)
- Outline tablescape elements
- Identify signage & personalization
- Review space proportions

## VENDORS & SERVICES

- Initiate vendor coordination
- Confirm catering/cake/desserts
- Finalize florist & specialty suppliers
- Secure bar service & entertainment
- Confirm rentals & transportation
- Verify vendor bookings & payments

## LOGISTICS & DETAIL

- Send invitations & track RSVPs
- Review layout & venue restrictions
- Finalize seating chart & place cards
- Confirm photographer & videographer
- Review décor counts & placements
- Confirm delivery, setup & teardown

## EXECUTION & PREPARATION

- Finalize the guest list
- Confirm vendor arrival times
- Final floor plan walkthrough
- Styling checklist review
- Weather & emergency plan
- Assign day-of point person

## EVENT DAY MANAGEMENT

- Secure ceremony/venue access
- Oversee install & teardown
- Tablescape & styling quality check
- Vendor arrival monitoring
- Final guest-area polish
- Relax & enjoy the celebration!

*Plan with precision. Celebrate the vision.  
Sign it with Style.*