

THEME	NOTES	BUDGET (IF APPLICABLE)	TARGET COMPLETION DATE
Task: Generate a list of options, select a theme, and create a title and tagline for the event.			
Task: Select the colors, materials, and decor that will support the theme and make it interesting.			
Task: Create a theme-related slogan and/or tagline for the event and how it ties into training delivery.			
Task: Determine how the theme flows through every day of the event.			
Task: Prepare all necessary theme-related materials (posters, poster bags, name tags, etc.).			
Task: Decorate the event space to support the theme.			
Task: Generate end-of-event by sharing testimonials from previous events.			

LOGISTICS	NOTES	BUDGET (IF APPLICABLE)	TARGET COMPLETION DATE
Task: Source venue that will meet all essential requirements for your event to run seamlessly.			
Task: Create an agenda that includes arrival or departure details, breakout sessions, meal breaks, etc.			
Task: Coordinate lodging and transportation for participants and presenters.			
Task: Get travel itinerary information from participants and presenters.			
Task: Plan menus for meals and snacks, including any special meals for participants with dietary restrictions.			
Task: Prepare information packets that include travel itineraries, agendas, lodging details, maps, name tags, WiFi passwords, and any other necessary materials.			
Task: Set up the registration or check-in area.			
Task: Create a contact list for all key people involved in the event, including presenters and vendors, so that organizers can easily coordinate as needed.			
Task: Determine how you will handle waste, recycling, and composting for the event.			
Task: Create a plan for what could go wrong (health issues, late speakers, poor weather, power failure, food issues, internet problems, technology issues).			

TECHNOLOGY	NOTES	BUDGET (IF APPLICABLE)	TARGET COMPLETION DATE
Task: Determine who will be responsible for all aspects of organizing the technology for the event.			
Task: Work with presenters to define technology needs (microphones, projectors, computers, internet connection, etc.).			
Task: Determine and develop technology needs for participant engagement (agenda app, messaging platform, etc.).			
Task: Ensure that all the necessary devices, cables, and connectors are available for presentations.			
Task: Set up a computer lounge or business center with laptops, printers, phone chargers, and other useful devices.			
Task: Determine how you will capture and share the corporate event (photography, video, live streaming, screen sharing, etc.).			

EVENT REGISTRATION	NOTES	BUDGET (IF APPLICABLE)	TARGET COMPLETION DATE
Task: Identify who is responsible for running the registration table and for what times.			
Task: Determine where the registration table will be located and how many table personnel will be needed.			
Task: Determine what will be included in the registration packet. Examples: maps, agendas, local information, name tags, presenter list, seating assignments, information packets.			

EVENT EXECUTION	NOTES	BUDGET (IF APPLICABLE)	DATE OF COMPLETION
Task: Ensure all speakers know when and where to be to prepare for their sessions.			
Task: Provide run-through time for speakers to practice presentations.			
Task: Prepare all music and sound needs for the event and presenters.			
Task: Ensure all speakers, meals, and breaks begin and end on time.			
Task: Increase participant engagement with social media hashtags, photo contests, and other creative ideas.			

EVENT CLOSOUT	NOTES	BUDGET (IF APPLICABLE)	DATE OF COMPLETION
Task: Create a plan for facility clean-up and lodging departure logistics.			
Task: Distribute and collect feedback surveys or other measurement tools.			
Task: Implement the retention and measurement tactics defined prior to the event.			
Task: Ask participants for written or video testimonials.			

ADD IN YOUR OWN SPECIFIC EVENT TASKS BELOW	BUDGET (IF APPLICABLE)	COMPLETION DATE (IF APPLICABLE)
Task:		
Task:		
Task:		