



Event Planning Checklist

Complete

Score	5 / 15 (33.33%)	Flagged items	1	Actions	1
Event planner					Annabel St. George
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Email					asg.events@xyz.com

Flagged items & Actions

1 flagged, 1 action

Flagged items

1 flagged, 0 actions

Pre-Event / Risk Assessment

Is there a first aid kit?

No

Assign staff to provide proper first aid kits at key locations of the event place.

Other actions

1 action

Pre-Event / Catering

Special dietary considerations

TBA

Create a separate form for invites and collect dietary preferences/considerations

To do | Priority: High | Due: 04.04.2025 17:00 PST | Created by: SafetyCulture Staff

Create separate form - dietary preferences

For gathering accurate information on guests' dietary needs before menu is finalized.

Pre-Event	1 flagged, 1 action, 5 / 6 (83.33%)
About the Event	
Event name	Content Creators Connect
Description of event	A convention for content creators and influencers to convene, network, and promote their platforms.
Date and time of event	30.09.2025 17:00 PST
Target audience	Influencers, content creators
Reason for event	Networking, sponsorship opportunities
Initial budget for event	\$7,000
Location of Event	2 / 2 (100%)
How far advance does the location need to be booked?	4 months
How big is the location?	TBA
Exact perimeters are pending	
Can it accommodate the intended number of guests?	Yes
Answer to be updated once location is visited.	
Is it accessible for persons with disability?	Yes
Based on website information — will need to confirm with a visit.	
Risk Assessment	1 flagged, 3 / 4 (75%)
Are there safety exits present in the event location?	Yes
Is there a first aid kit?	No
Assign staff to provide proper first aid kits at key locations of the event place.	
Is there enough space for a medical response table?	Yes
Are there fire extinguishers?	Yes
Are there any faulty infrastructures present?	N/A
Catering	1 action

Cost per head	\$45
Beverages to be served	TBA
Need to confirm if alcohol will be served, depending on sponsors	
Hors d'oeuvres	Yes
Menu specifics to follow	
Self-service or waiting staff	Waiting staff
Equipment required	TBA
Need to check in with sponsors and other coordinators for the event	
Tables required	TBA
Chairs required	TBA
Cutlery required	TBA
Special dietary considerations	TBA
Create a separate form for invites and collect dietary preferences/considerations	
To do Priority: High Due: 04.04.2025 17:00 PST Created by: SafetyCulture Staff	
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For gathering accurate information on guests' dietary needs before menu is finalized.	

Have staff been briefed on emergency protocols?

Is the stage set up?

Is the dining area set up properly?

Is the floor plan followed?

Are VIPs accommodated properly?

Were the guest gifts given accordingly?

Was the program followed?

Did guests submit feedback?

Did staff provide feedback and observations?

What are some improvements to consider for next time?

Sign Off

Additional comments or suggestions

Other sections will be updated as event planning progresses.

Event Planner

Annabel St. Georg Annabel St. George
28.03.2025 16:48 PST