

# Nonprofit Event Planning Checklist

## 12 months out

- Set event goals
- Select date
- Get cost estimates and create a budget
- Book venue
- Plan ticketing and registration details with [TableRegistration.com](#)
- Recruit sponsorships

## Designing the Event

- Choose a theme
- Send save-the-dates to supporters
- Request logos from corporate sponsors for online and printed materials
- Add event info to the website and social media
- Market and spread the word via social media, posters, invitations, etc.
- Recruit and train volunteers
- Identify and confirm speakers
- Plan entertainment and activities (silent auction, live music, etc.)
- Create a schedule
- Select the food
- Arrange for signage to be printed
- Create parking plan
- Develop a program
- Write an event script (welcomes, thank you's, introductions, closing, etc.)
- Decorate the venue

## Post-event

- Say thank you
- Collect feedback
- Organize receipts and notes for next time
- Celebrate success