



EVENT TO DO LIST

Event Name:	Date:		
<u>Tasks to complete:</u>		<u>Planning:</u>	
Complete all Assignment Documents		Map out the Entire Process on the	<input type="checkbox"/>
Complete Event Planner Document		Data Spreadsheet	<input type="checkbox"/>
<u>Complete Webinars:</u>		<u>Sales Assets Needed:</u>	
Packages, Sales & Consultations		Brochure	<input type="checkbox"/>
Public Speaking & Video Media			<input type="checkbox"/>
Training For The CHEK Professional		Event Offer	
Business Creative		Event Flyer	<input type="checkbox"/>
<u>Purchases:</u>		Event Web Banner	<input type="checkbox"/>
Buy a Wall Planner		T's & C's	<input type="checkbox"/>
Buy dry markers		Payment Forms	<input type="checkbox"/>
Buy a White Board OR Large Paper pads		Card Payment Technology	<input type="checkbox"/>
<u>What Equipment will you need to provide yourself:</u>		Price List	<input type="checkbox"/>
Projector		Business Cards	<input type="checkbox"/>
Projector Screen		Event Handouts	<input type="checkbox"/>
Laptop		Thank You Cards	<input type="checkbox"/>
Presentation software (powerpoint)		<u>Deadline Dates:</u>	
Extension Leads		Venue Confirmation	<input type="checkbox"/>
Audio		Final Number of attendees	<input type="checkbox"/>
Spare Batteries		Content to Designer	<input type="checkbox"/>
<u>Research:</u>		Proof Design Work to Printer	<input type="checkbox"/>
Check Religious Holidays		Presentation 1	<input type="checkbox"/>
Check Sporting Events		Presentation 2	<input type="checkbox"/>
Check Local Holidays/ Half Terms		Presentation 3	<input type="checkbox"/>
Check Local Events		Presentation 4	<input type="checkbox"/>
Check Holiday/Vacation Dates for all concerned		Presentation 5	<input type="checkbox"/>
<u>Meetings:</u>		Email Content	<input type="checkbox"/>
Designer		Social Media Posts	<input type="checkbox"/>
Printer		Landing Page Built	<input type="checkbox"/>
WebMaster		Website updates	<input type="checkbox"/>
Caterers		Blog Content	<input type="checkbox"/>
Referral Partners			