eventbrite

Note: this template is set to view-only. You can download it or make a copy in order to edit it to make it your own.

Conference Planning Checklist Template

Setting the foundation for success	
☐	**Defining conference objectives and target audience** <Insert text here>
☐	**Establishing a realistic budget and timeline** <Insert text here>
☐	**Creating a planning team and assigning roles** <Insert text here>
☐	**Setting the dates (considering holidays and conflicting events)** <Insert text here>

Venue selection and logistics	
☐	**Identifying suitable venues based on requirements** <Insert text here>
☐	**Evaluating facilities, capacity, and accessibility** <Insert text here>
☐	**Negotiating contracts and securing necessary permits**

	<Insert text here>

Catering and refreshments	
☐	**Selecting a catering service** <Insert text here>
☐	**Planning the menu: special dietary requirements and preferences** <Insert text here>

Planning accommodations and transportation	
☐	**Transportation and parking** <Insert text here>
☐	**Accommodation and lodging options for attendees** <Insert text here>

Handle event registration and ticketing	
☐	**Selecting a registration platform** <Insert text here>
☐	**Determining ticket pricing** <Insert text here>

Program development and content curation	
☐	**Determining conference themes and topics** <Insert text here>
☐	**Identifying and inviting keynote speakers and panelists** <Insert text here>
☐	**Designing a diverse and engaging program schedule** <Insert text here>

Audio-visual equipment and technical support	
☐	**Identifying necessary a/v equipment** <Insert text here>
☐	**Ensuring access to technical support** <Insert text here>

Incorporating interactive sessions and networking opportunities	
☐	**Structuring the day: breakout sessions, panel discussions, and keynote addresses as well as social events** <Insert text here>

Marketing and promotion

☐	**Developing a comprehensive marketing strategy** <Insert text here>
☐	**Creating a compelling conference website and registration process** <Insert text here>
☐	**Utilizing social media, email marketing, and PR tactics** <Insert text here>

Collaborating with sponsors and partners	
☐	**Sponsorships** <Insert text here>
☐	**Exhibitors** <Insert text here>

Prepare attendee packets and conference materials	
☐	**Creating a conference guide or program** <Insert text here>
☐	**Preparing name badges and conference swag** <Insert text here>

The event: daily execution and managementMarketing and promotion

☐	**Ensuring smooth registration and check-in processes** <Insert text here>
☐	**Coordinating audiovisual, technology, and catering requirements** <Insert text here>
☐	**Managing on-site logistics and troubleshooting** <Insert text here>

Post-conference evaluation and follow-Up	
☐	**Gathering feedback (from attendees, speakers, and sponsors)** <Insert text here>
☐	**Analyzing data and measuring success against objectives** <Insert text here>
☐	**Sending thank-you notes and post-conference communications** <Insert text here>
☐	**Reviewing lessons learned and planning for future events (event report)** <Insert text here>