



# Corporate Event Planning Checklist

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To plan the perfect meeting, use this comprehensive checklist, with a timeline based 12-months.

## Twelve to Nine Months Before

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Start a meeting folder or binder. Select type of meeting, location, theme #of guests, time of day.

Work out your budget and refer to it monthly.

Determine color scheme and theme.

Start the guest list for special guests.

Hire a meeting planner.

Reserve your date and venue.

Book your speaker.

Promote meeting/event on company website.

Create registration link for meeting/event.



1826 Sir Tyler Drive Wilmington, NC 28405 • [www.terracesonsirtyler.com](http://www.terracesonsirtyler.com) • 910.202.1586 • [events@terracesonsirtyler.com](mailto:events@terracesonsirtyler.com)

## Eight Months Before

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Hire the photographer/videographer.

Meet & select caterer.

Contact potential sponsors and invoice.

Reserve a block of hotel rooms for out-of-town guests including speaker.

## Seven to Four Months Before

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Create online invitation.

Reserve structural and electrical necessities.

Conference call with guest speaker to discuss topics and day of meeting/event.

Arrange transportation for guest speaker to and from airport as well as hotel.

Inform and register presenters

Start composing a day-of timeline.

## Three Months Before

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Finalize the menu.

Do a walk-thru of the venue and finalize meeting details

Order or create welcome basket for guest speaker, if desired.

Create and print meeting programs.

Order awards/plaques/gifts

Send your event schedule to the vendors.

## Two Months Before

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Touch base again with all the vendors.

Send out/Email the invitations.

Meet with the photographer/videographer.

## One Month Before

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Check registration and send-out a mass email to all members/guests

Send out final payments to any vendors.

Request items needed for meeting – US Flag, lectern etc.

Contact sponsors to review meeting and request list of guests. Check to make sure sponsorship has been paid.

Order audiovisual equipment – wireless microphone, projector etc.

Begin creating script

Request formal introduction from guest speaker

