



EVENT PLANNING CHECKLIST

for: _____



Event Details

- ☐ Event Name
- ☐ Event Date & Time
- ☐ Location (Confirmed & Reserved)
- ☐ Purpose or Goal of Event
- ☐ Target Audience (e.g., students, parents, staff, community)
- ☐ Estimated Attendance



Planning & Approvals

- ☐ Event concept approved by the administration
- ☐ Budget approved (if applicable)
- ☐ Permissions/forms submitted (district, campus, city if needed)
- ☐ Safety/Security team notified or scheduled
- ☐ Staff sponsors or point people assigned



Media & Documentation

- ☐ Submitted KSBG Request for Services Form
- ☐ Shot list created (if needed)
- ☐ Social media team was briefed
- ☐ Event signage and branding aligned with district style and logos
- ☐ Sign-in sheets or RSVP list printed



Communication & Promotion

- ☐ Flyers/posters designed and printed
- ☐ Social media graphics and captions prepared
- ☐ Email/newsletter inclusion
- ☐ Website event listing updated
- ☐ School Messenger or text alert scheduled (if applicable)
- ☐ Spanish-language materials prepared (if needed)



Logistics

- ☐ Room set-up plan or map created
- ☐ Tables/chairs reserved
- ☐ Services requested from maintenance (if applicable)
- ☐ Audio/visual equipment booked and tested
- ☐ Custodial staff scheduled
- ☐ Weather backup plan in place (for outdoor events)
- ☐ Parking arrangements confirmed
- ☐ Decorations and supplies prepped or purchased



Food & Refreshments

- ☐ Food ordered/confirmed
- ☐ Water/snacks for staff and volunteers
- ☐ Permits for food vendors (if required)
- ☐ Serving tables, utensils, and napkins ready



Program & Activities

- ☐ Emcee or speakers confirmed
- ☐ Performance groups scheduled (e.g., choir, band)
- ☐ Script or agenda created
- ☐ Awards/certificates printed and prepared
- ☐ Music playlist or a DJ arranged



Volunteers & Staff

- ☐ Volunteer needs outlined
- ☐ Roles assigned (greeters, runners, clean-up, etc.)
- ☐ Staff and volunteers were briefed 1-2 days before
- ☐ Thank-you notes or appreciation tokens are ready



priorities & other notes: