

Club event planning checklist

A timeline for a club event that starts three months out and ends with the thank yous, so nothing is left to the last week.

Three months before

- ☐ Set the date, checked against holidays and other local events.
- ☐ Agree the budget and the ticket price. The [event budget and ticket tracker](#) finds the break even price.
- ☐ Book the venue, and get the booking in writing with the deposit and cancellation terms.
- ☐ Check the club's insurance covers the event, and ask the venue what cover it needs from you.
- ☐ Name one person in charge, and who decides on spending.

Six weeks before

- ☐ Book catering, entertainment and hired equipment.
- ☐ Ask local businesses to sponsor. The [sponsorship letter](#) is ready to send.
- ☐ Open ticket sales or sign ups, and tell members.
- ☐ Check whether a raffle, alcohol or food sales need a permit where you are.
- ☐ Make the shift list. The [volunteer roster](#) counts who is still needed.

Two weeks before

- ☐ Confirm numbers with the caterer and the venue.
- ☐ Email the members who have not booked yet.
- ☐ Print signs, name badges and the running order.
- ☐ Arrange a float for any cash sales, counted and signed for.

The week of the event

- ☐ Remind every volunteer of their shift, the time and where to go.
- ☐ Print the guest list, with who has paid.
- ☐ Pack the kit box: tape, scissors, pens, extension lead, first aid kit, card reader, change.

On the day

- ☐ Arrive early with the key holder.
- ☐ Check people in against the list, and take payment from anyone who has not paid.

- ☐ Count the cash with two people, write the total down and both sign it.
- ☐ Photograph the event, with permission, for the newsletter and the sponsors.

The week after

- ☐ Bank the takings within two working days.
- ☐ Pay the bills and the volunteers' expenses.
- ☐ Thank volunteers, sponsors and the venue.
- ☐ Type the actual costs into the budget, and write three lines on what to change next time.



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