



VENUE ON LAKE LILY

Event Planning Checklist

Timeline, room, vendor, food, bar, AV, documentation, and cleanup planning

EVENT PLANNING CHECKLIST

Plan the whole access window - not just the program.

Contracted time must cover vendor load-in, decorating, rehearsal or sound check, guest arrival, the event, breakdown, cleaning, and final departure. Use this worksheet before signing and again 30 days before the event.

Event basics

☐	Preferred date and two alternates	Owner: _____ Due: _____
☐	Event type and purpose	Owner: _____ Due: _____
☐	Estimated and maximum guest count	Owner: _____ Due: _____
☐	Theatre, banquet, classroom, reception, or custom layout	Owner: _____ Due: _____
☐	Primary decision-maker and day-of contact	Owner: _____ Due: _____

Timeline

☐	Vendor access / load-in start	Owner: _____ Due: _____
☐	Decorating and setup window	Owner: _____ Due: _____
☐	Rehearsal, sound check, or speaker briefing	Owner: _____ Due: _____
☐	Guest arrival and registration	Owner: _____ Due: _____
☐	Program / ceremony start and end	Owner: _____ Due: _____
☐	Food and bar service times	Owner: _____ Due: _____
☐	Breakdown, cleaning, and final departure	Owner: _____ Due: _____

Room and flow

☐	Room choice and capacity confirmed	Owner: _____ Due: _____
☐	Stage, dance floor, exhibit, registration, or tribute area mapped	Owner: _____ Due: _____
☐	Patio or Rotary Room add-on confirmed	Owner: _____ Due: _____
☐	Accessible routes and seating reviewed	Owner: _____ Due: _____
☐	Parking, rideshare, bus, and vendor arrival instructions shared	Owner: _____ Due: _____

Vendors and documents

☐	Caterer and kitchen needs confirmed	Owner: _____ Due: _____
☐	Preferred/non-preferred vendor requirements reviewed	Owner: _____ Due: _____
☐	Insurance certificates submitted	Owner: _____ Due: _____
☐	Licenses, permits, and security requirements confirmed	Owner: _____ Due: _____
☐	Delivery windows and vendor contacts documented	Owner: _____ Due: _____

Food, bar, and equipment

☐	Menu, service style, guest count, and dietary needs finalized	Owner: _____ Due: _____
☐	Alcohol service selected through approved process	Owner: _____ Due: _____
☐	AV package, microphones, projector, screen, and speakers confirmed	Owner: _____ Due: _____
☐	Linens, high-tops, chafing pans, pipe and drape, and ceremony items ordered	Owner: _____ Due: _____
☐	Power, Wi-Fi, staging, signage, and production needs confirmed	Owner: _____ Due: _____

Final 30-day review

☐	Final guest count and layout approved	Owner: _____ Due: _____
☐	All balances, deposits, and deadlines confirmed	Owner: _____ Due: _____
☐	Setup and cleanup leaders assigned	Owner: _____ Due: _____
☐	Emergency and accessibility plans shared	Owner: _____ Due: _____
☐	Personal items, decor, gifts, and leftovers assigned for removal	Owner: _____ Due: _____
☐	Post-event review and photo-sharing permissions discussed	Owner: _____ Due: _____

FINAL EVENT NOTES

Write the decisions down.

Room / layout notes

Vendor and delivery notes

AV / program notes

Food / bar / cleanup notes

Confirm all final requirements against the signed rental agreement and current venue instructions. This checklist does not replace the contract.