Event Planning Checklist

☐ Clarify the purpose of the event

☐ Set a realistic budget with 10–15% buffer

☐ Decide guest count (must-invite vs optional)

☐ Choose primary date and backup dates

☐ Evaluate venue from a photographer's perspective

☐ Confirm venue lighting, ceiling color, and space

☐ Check venue restrictions (flash, setup, time limits)

☐ Select overall event theme or style

☐ Plan décor (backdrop, florals, centerpieces, lighting)

☐ Ensure backdrop placement avoids direct window light

☐ Book photographer early and share event details

☐ Finalize catering style and menu

☐ Map out event timeline and key moments

☐ Plan seating arrangements and accessibility

☐ Arrange sound, music, microphones, and entertainment

☐ Review logistics (parking, weather plan, vendor access)

☐ Prepare personal touches and custom elements

☐ Double-check all vendor confirmations

☐ Create a day-of coordination plan

Enjoy Your Event