

Corporate Event Planning Checklist



6–12 Months Before

	Define event goals
	Establish budget
	Select venue
	Reserve major rentals

3–6 Months Before

	Confirm layout
	Review rental needs
	Finalize guest count estimates

1–3 Months Before

	Confirm staging
	Review weather plans
	Finalize seating requirements

2–4 Weeks Before

	Confirm delivery schedule
	Review floor plans
	Verify power requirements

Event Week

	Final walkthrough
	Confirm setup timeline
	Review contingency plans