



Event Planning Milestone Checklist

A flexible two-page checklist for clients, planners, and venue teams

IMPORTANT

This checklist uses relative milestones instead of fixed deadlines. Follow the timing in your signed agreement, venue rules, and planner instructions when they differ.

Event name or client	Event date	Venue

IMMEDIATELY AFTER BOOKING

Establish the basic event framework

- ☐ Save the final signed agreement and payment schedule.
- ☐ Confirm the event date, venue, and primary client contact.
- ☐ Identify the planner, venue coordinator, and other decision-makers.
- ☐ Record ceremony, cocktail-hour, reception, and after-party locations.
- ☐ Share venue onboarding, insurance, or vendor-registration requirements.
- ☐ Identify accessibility, language, cultural, or family considerations.

Notes or open questions

EARLY PLANNING

Define the event experience before details harden

- ☐ Describe the desired atmosphere, audience mix, and event priorities.
- ☐ Identify major formalities, announcements, presentations, or performances.
- ☐ Discuss ceremony audio, multiple locations, lighting, karaoke, or add-on interests.
- ☐ Begin must-play, do-not-play, and special-song lists.
- ☐ Confirm who may request songs or change the event timeline.
- ☐ Identify outdoor-weather risks and a realistic backup location.
- ☐ Share venue access, parking, load-in, power, sound, and curfew information.

Early-planning notes



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BEFORE THE FINAL PLANNING REVIEW

Turn concepts into a usable event plan

- ☐ Complete the Event, Music & Service Request Form.
- ☐ Confirm the event timeline, introductions, dances, toasts, and closing plan.
- ☐ Verify names, titles, relationships, and phonetic pronunciations.
- ☐ Confirm final music direction, featured songs, and do-not-play selections.
- ☐ Identify microphones, speeches, performers, media playback, or presentation cues.
- ☐ Confirm venue access, setup location, electrical service, sound limits, and restrictions.
- ☐ Resolve requested services or equipment that still require written approval.

Items to resolve during the final review

DURING THE FINAL EVENT WEEK

Verify changes and day-of contacts

- ☐ Send only the final approved timeline and cue list to the working team.
- ☐ Confirm the day-of client, planner, venue, and emergency contacts.
- ☐ Reconfirm arrival time, parking, loading entrance, and room access.
- ☐ Review weather, outdoor protection, and backup-location decisions.
- ☐ Confirm balances or administrative requirements according to the agreement.
- ☐ Report material changes immediately rather than waiting until event day.

Final-week notes

EVENT DAY

Protect the approved plan while staying adaptable

- ☐ Keep the agreed setup area, power, and cable paths accessible.
- ☐ Give the DJ the final working timeline and identify the authorized decision-maker.
- ☐ Communicate delays, room changes, weather changes, or safety issues promptly.
- ☐ Do not assume unconfirmed equipment, staffing, overtime, or services are included.
- ☐ Review any last-minute announcement or pronunciation changes before they go live.

Day-of notes