# Event Planning Checklist

*This checklist helps you carefully plan and manage your personal event from beginning to end. Use this template to ensure all key aspects of your event are addressed and prepared in a timely manner.*

## Event Overview

* **Event Name:** {eventName}
* **Event Date:** {eventDate}
* **Event Location:** {eventLocation}
* **Organizer Name:** {organizerName}
* **Type of Event:** {eventType}

## Guest Information

**Expected Number of Guests:** {guestCount}

{#guestList}

* {guestName} ({rsvpStatus})

{/guestList}

## Event Timeline

{#timeline}

* **{time}:** {activity}

{/timeline}

## Vendors and Contacts

|  |  |  |
| --- | --- | --- |
| **Vendor Name** | **Service** | **Contact Info** |
| {#vendors}{vendorName} | {serviceProvided} | {contactInfo}{/vendors} |

## Budget Plan

|  |  |  |
| --- | --- | --- |
| **Item** | **Estimated Cost** | **Actual Cost** |
| {#budgetItems}{itemName} | {estimatedCost} | {actualCost}{/budgetItems} |

## Tasks To Complete

{#tasks}

1. **{taskName}:***{taskDescription}* — Status: {taskStatus}

{/tasks}

## Notes

{notes}

{#hasBackupPlan}

### Backup Plan

{backupPlanDescription}

{/hasBackupPlan}

{^hasBackupPlan}

### Backup Plan

*No backup plan has been provided for this event.*

{/hasBackupPlan}