

The Ultimate Event Planning Checklist



By **DISPLAYS2GO**

Are you putting on an event or hosting a fundraiser for your non-profit organization? Make sure you have everything you need with this handy checklist!

Furniture & Decor

- Table Covers
- Folding Tables
- High Top Tables
- Guest Seating
- Placecards
- Canopy Tent (Outdoor)

Advertising & Promotions

- Hanging Banners for Event Sponsors
- Feather Flags (Outdoor)
- Easels & Display Boards
- Signage
- Table Tents
- Flyers, Brochures and Business Cards
- Giveaway Items

Money-Makers

- Donation Boxes
- Donation Bins
- Pay-to-Play Prize Games
- Raffle Baskets
- Raffle Tickets

Food Presentation

- Catering
- Plates, Cups and Cutlery
- Napkins
- Countertop Organizers
- Drink Dispensers
- Food & Beverage Labels
- Bar Counter or Beverage Display

On-Stage

- Sound System w/ Speakers
- Microphone
- Podium
- Screen or Projector
- Lighting

Guest Activities

- Photo Booths
- Step & Repeat Backdrops
- Fun Props
- Phone Charging Stations

Helpful Tip!

Every event is different. Check with your venue to see what is already included, what is available to rent, and ask if there are any requirements or restrictions on what you can bring.

