

Event Checklist Brief

Event Title:	
Dates:	
Time:	
Venue/ Location:	
Site Map:	See attached
Transport Options:	
Event Objective:	
Overall Objectives	
Target Audiences:	
Projected Audience:	

Detailed Event Description:	
Confirmed Caterer	
Event Creative/Theme:	
Style and format of event:	
Confirmed event operations and logistics provider:	
Risk Management Plan: See	

attached.	
Production Set-Up:	
Production Timing:	<p>Bump in:</p> <p>Bump out:</p>
AV Requirements:	See detailed brief attached.
Staffing, Roles and Responsibilities:	
Volunteer roles and requirements:	
Marketing Considerations:	

Sponsor Involvement:	
Milestone Dates:	
Budget:	Detailed budget attached.
Operational notes: Attach run sheet:	