

Community Event Planning Checklist

Event Foundation

- Choose your event date
- Set an overall budget
- Estimate attendance / foot traffic
- Clarify your event goals
- Build a rough planning timeline

Venue Questions to Ask

- What is included with the rental?
- What is the set up / clean up window?
- Are tables and chairs included?
- What is the weather backup plan?
- Are there parking or noise restrictions?
- Are permits or insurance needed?
- Is there electricity available?

Vendors Participants / Partners

- Confirm vendor count / booth space needs
- Create clear setup instructions for vendors
- Confirm arrival / unloading times
- Assign vendor parking areas
- Share event contact info for day-of questions
- Plan volunteer roles / staffing help

Guest Experience

- Plan event layout / flow
- Create visible signage / check-in
- Confirm food / drink options
- Plan music / announcements
- Create a weather communication plan

Promotion & Marketing

- Create social media event page / graphics
- Set a posting schedule on socials
- Share with local groups / community pages
- Plan flyer distribution
- Confirm final event details publicly
- Share parking / arrival details

What People Often Forget

- Extension cords / power strips
- Extra cleaning supplies
- Extra tables / chairs
- Water / snacks for vendors / staff
- Change / cash box / payment backups
- A printed contact list for vendors / staff
- A backup plan for weather, power loss, or no-shows
- Checklist for day-of supplies and surprises

Need A Little Extra Help?



The Woods offers a community event planning support service package including flyer design and prints, digital graphic design, social media page creation, and more to make your event marketing easier.

Explore Community Event Support at www.thewoodsparkandpavilion.com