Corporate/public event planning punch list:

- Decide event purpose (raise funds, visibility, celebration, etc.)Choose a theme/ budget
- Choose a venue
- Reserve rental items, tents, tables, chairs, linens, glassware, flatware, china, lighting, décor, etc.
- Research and choose and event coordinator
- Get bids for entertainment, decorations, design/printing and other major items
- Create sponsorship amounts/levels
- Set marketing/public relations schedule
- Select photographer; arrange for photos of VIPs, chairmen, honorees
- Write/send requests for funding or underwriting to major donors, corporations, sponsors
- Prepare final copy for invitations, return card, posters
- Prepare final copy for tickets
- Secure permits and insurance
- Give caterer revised numbers
- Double-check arrival time and delivery times with vendors
- Coordinate Reservations and Accommodations for out of town guests; Gateway Reservations