

Corporate Event Planning Checklist

Your Complete Timeline for Planning
Successful Corporate Events

JIGSAW CONFERENCES LTD

Trading as [InternationalVenues.com](https://www.internationalvenues.com)

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12 Months Before Your Event

- Define event objectives and success metrics
- Establish total budget
- Form planning committee/team
- Set the date (check for conflicts)
- Determine attendee numbers
- Begin venue search
- Research potential speakers/entertainment
- Create project timeline

9 Months Before Your Event

- Confirm venue booking
- Book keynote speakers
- Finalise event format and agenda outline
- Begin sponsor outreach
- Set up event website/registration
- Start marketing campaign planning
- Research and book accommodation block
- Begin AV planning

6 Months Before Your Event

- Open registration
- Confirm all speakers and sessions
- Finalise catering menus
- Book AV and production company
- Order promotional materials
- Arrange photographer/videographer
- Plan networking activities
- Confirm sponsors and deliverables

3 Months Before Your Event

- Send speaker briefings
- Finalise room layouts
- Order signage and branding
- Confirm transport arrangements
- Review dietary requirements
- Create event app/materials
- Brief all suppliers
- Finalise delegate packs

1 Month Before Your Event

- Final attendee numbers to venue
- Confirm all supplier arrival times
- Create detailed run sheet
- Brief on-site team
- Prepare name badges
- Test all technology
- Finalise seating plans
- Send final delegate communications

1 Week Before Your Event

- Final walkthrough with venue
- Confirm delivery schedules
- Pack event supplies
- Print final materials
- Brief registration team
- Confirm emergency contacts
- Check weather forecast
- Send reminder to attendees

Event Day

- Arrive early for setup
- Check all AV equipment
- Brief venue staff
- Set up registration desk
- Check signage placement
- Welcome speakers and VIPs
- Monitor social media
- Handle any issues promptly
- Enjoy the event!

Post-Event

- Send thank you emails
- Distribute attendee survey
- Reconcile budget
- Debrief with team
- Review feedback
- Pay all suppliers
- Share photos and content
- Document lessons learned

Need Help Planning Your Event?

Jigsaw Conferences can help with venue finding, accommodation, and event logistics.

Contact us:

Phone: 0800 121 4470

Email: enquiries@jigsawconferences.co.uk

Web: www.jigsawconferences.co.uk

Our service is completely FREE!