

EVENT PLANNING CHECKLIST

Use this checklist to help plan your event.

1. Organize an event action committee
2. Set a budget
3. Select a date
4. Develop a guest list
5. Select a theme
6. Select a venue
7. Determine casino party activities/games
8. Select a Package (Our packages include tables, dealers, chips, cards, chairs, etc)
9. Determine additional entertainment
10. Select and mail invitations
11. If a public event, publicize using social and print media
12. Decorate the venue based on your theme
13. If a fundraiser, solicit donated items and services, and plan the auction
14. Select and purchase food and refreshments
15. Select and purchase party favors
16. Appoint a “master of ceremonies” for the event
17. Enjoy your event!