



Event Production Planning Checklist

FOR PLANNERS, VENUES, SCHOOLS, ORGANIZATIONS, AND CORPORATE EVENT TEAMS

Use this checklist to gather the event, venue, schedule, technical, and communication details that shape a clear production plan.

Event foundation

☐	Event date, venue, city, and event format
☐	Primary objective and desired guest experience
☐	Estimated attendance and audience profile
☐	Rooms, outdoor areas, and event spaces
☐	Decision deadline and authorized decision-maker

Program and schedule

☐	Guest arrival, doors, program start, and event end
☐	Presenters, panels, performers, ceremonies, or awards
☐	Presentation, video, music, and remote-call requirements
☐	Rehearsal, sound-check, and room-reset windows
☐	Firm venue breakdown and departure deadline

Event Production Planning Checklist

Production scope

☐	Sound coverage and microphone requirements
☐	Stage, room, architectural, and dance-floor lighting
☐	DJ, music direction, playback, and announcements
☐	Technical personnel and cue responsibilities
☐	Delivery, setup, operation, breakdown, and pickup

Final coordination

☐	Venue, planner, client, and production contacts distributed
☐	Room plan, agenda, and production scope current
☐	Access, parking, loading, power, and placement confirmed
☐	Final media backed up and available offline
☐	Weather and contingency plans reviewed when applicable

NEXT
STEP

Request a Quote at rgdjpro.com or contact info@rgdjpro.com.