



HUNGRY

# Event Planning Checklist

*Full Guide*

## 4-6 months to Event



Establish your event goals and objectives

Select date

Identify venue and negotiate any details

Get cost estimates:  
Room rental fees  
Equipment  
Speaker/entertainment fees  
Travel for staff  
Insurance

Formalize your event budget.

Event Branding/Create Launch  
Publicity Plan

Confirm speakers or  
entertainment

Determine if you need event  
registration or other event  
management

Chat with your HUNGRY  
account rep for chef  
availability and menu curation

## 3-4 months to Event



Build out event itinerary for staff and vendors

Speaker/entertainment details

- Finalize presentation/speech topics
- Get bio info & photo
- Finalize contracts

Financials

- Registration fees
- Set up online registration if applicable
- Determine sponsor levels
- Accounting tracking details

Venue and logistics

- Determine and arrange all details - parking, signage, floor plan, AV requirements, etc.
- Pick your favorite HUNGRY chef and finalize menu
- Review security needs
- Research for any special permits needed
- Accessibility requirements

Branding/Publicity

- Develop draft program
- Create draft scripts
- Design marketing collateral
- Request logos from corporate sponsors
- Create invites and programs
- Prepare press releases
- Order event swag

## 1-2 months to Event

---



Send event reminders to guests



Check in with:

- Speakers
- Entertainment
- Vendors



## 2 weeks to Event

---



Finalize seating/floor plan



Send final guest count to HUNGRY



Final event meeting with staff/vendors



Make print and online copies of speeches, videos and presentations



Final registration check



Confirm details with media/pr



Finalize event timeline and send to vendors and staff



## 1 day to Event



Confirm media attendance



Ensure all signage is in place



Ensure registration and media tables are prepared



Confirm all promo items, gifts, awards, etc are at venue



Tech check - ensure all A/V equipment is set up and working



Get a good night's sleep!





HUNGRY

# Event Planning Checklist

*2 months to go*

## 1-2 months to Event



Connect with a HUNGRY Rep to sort through event details

Estimate head count

Formalize Budget

Choose your favorite HUNGRY Chef

Decide what rentals are needed

Discuss staffing needs

Finalize seating/floor plan

Finalize decor and approve design board

Finalize bar needs

Schedule venue walk-thru with HUNGRY

## 2 weeks to Event

---



Finalize seating/floor plan



Send final guest count to HUNGRY



Final event meeting with  
staff/vendors



Make print and online copies of  
speeches, videos and  
presentations



Final registration check



Confirm details with media/pr



Finalize event timeline and send  
to vendors and staff



## 1 day to Event



Confirm media attendance



Ensure all signage is in place



Ensure registration and media tables are prepared



Confirm all promo items, gifts, awards, etc are at venue



Tech check - ensure all A/V equipment is set up and working



Get a good night's sleep!

