

EVENT PLANNING CHECKLIST SAMPLE

This may serve as a helpful checklist as you prepare to plan your event.

Event details	<p>Event name: <i>Green Thumbs: Plant Propagation Through Cuttings</i> Date: <i>14 June 2025</i> Time: <i>4.30pm to 6.30pm</i> Location: <i>ABC Community Garden next to Blk 123, Punggol Field, S822123</i> Guest of Honour (if applicable):</p>																				
Event overview	<p>(Brief overview of event, including its purpose and target audience)</p> <p><i>A hands-on workshop to teach participants plant propagation through stem cuttings. Perfect for beginner gardening enthusiasts looking to expand their plant collection sustainably. Target audience is all residents in Punggol.</i></p>																				
Budget	<p>Budget source: Total budget: Allocated breakdown:</p> <table border="1" data-bbox="467 992 1385 1193"> <thead> <tr> <th>S/N</th> <th>Item</th> <th>Unit price</th> <th>Quantity</th> <th>Total price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><i>Secateurs</i></td> <td><i>\$2.00</i></td> <td><i>15</i></td> <td><i>\$30.00</i></td> </tr> <tr> <td>2</td> <td><i>Refreshments</i></td> <td><i>\$50.00</i></td> <td><i>1</i></td> <td><i>\$50.00</i></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S/N	Item	Unit price	Quantity	Total price	1	<i>Secateurs</i>	<i>\$2.00</i>	<i>15</i>	<i>\$30.00</i>	2	<i>Refreshments</i>	<i>\$50.00</i>	<i>1</i>	<i>\$50.00</i>	3				
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Publicity	<p>(How will you generate awareness and attract participants)</p> <ul style="list-style-type: none"> • <i>Posters on RN notice boards and HDB lift lobbies</i> • <i>Posts on ABC RN Facebook page</i> 																				
Team	<p>(Team members and their responsibilities; e.g. lead, publicity in-charge, treasurer, etc.)</p> <ul style="list-style-type: none"> • <i>Sarah Tan (Lead Facilitator) - Workshop content and instruction</i> • <i>James Lee (Assistant) - Materials preparation and participant support</i> • <i>Linette Ng (Coordinator) - Registration and logistics management</i> • <i>Ahmad Bin Hassan (Support) - Venue setup and refreshments</i> • <i>Arjun Khan Surattee (Treasurer) – Budget management</i> 																				
Logistics	<p>Venue: <i>ABC Community Garden next to Blk 123, Punggol Field, and Residents' Corner at Blk 123</i></p>																				

	<p>Venue set up requirements:</p> <ul style="list-style-type: none"> • <i>Booking with RN/Town Council</i> • <i>Projector and screen</i> • <i>6 workshop tables</i> • <i>Chairs for 25 participants</i> <p>Equipment and materials:</p> <ul style="list-style-type: none"> • <i>Soil</i> • <i>Hand trowel</i> • <i>Worksheets</i> • <i>Presentation slides</i> <p>Refreshments (if applicable):</p> <ul style="list-style-type: none"> • <i>Light snacks – 1 packet per person</i> • <i>Packet drinks</i> 																								
<p>Programme outline</p>	<table border="1"> <thead> <tr> <th data-bbox="464 857 730 898">Duration/time</th> <th data-bbox="730 857 1114 898">Programme</th> <th data-bbox="1114 857 1385 898">In-charge</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 898 730 938"><i>10 min</i></td> <td data-bbox="730 898 1114 938"><i>Registration</i></td> <td data-bbox="1114 898 1385 938"></td> </tr> <tr> <td data-bbox="464 938 730 978"><i>5-10 min</i></td> <td data-bbox="730 938 1114 978"><i>Welcome and introduction</i></td> <td data-bbox="1114 938 1385 978"></td> </tr> <tr> <td data-bbox="464 978 730 1059"><i>30 min</i></td> <td data-bbox="730 978 1114 1059"><i>Theory of plant propagation</i></td> <td data-bbox="1114 978 1385 1059"></td> </tr> <tr> <td data-bbox="464 1059 730 1099"><i>5 min</i></td> <td data-bbox="730 1059 1114 1099"><i>Break</i></td> <td data-bbox="1114 1059 1385 1099"></td> </tr> <tr> <td data-bbox="464 1099 730 1140"><i>30 min</i></td> <td data-bbox="730 1099 1114 1140"><i>Hands-on session</i></td> <td data-bbox="1114 1099 1385 1140"></td> </tr> <tr> <td data-bbox="464 1140 730 1180"><i>15 min</i></td> <td data-bbox="730 1140 1114 1180"><i>Q&A</i></td> <td data-bbox="1114 1140 1385 1180"></td> </tr> <tr> <td data-bbox="464 1180 730 1220"><i>10 min</i></td> <td data-bbox="730 1180 1114 1220"><i>Closing and photo-taking</i></td> <td data-bbox="1114 1180 1385 1220"></td> </tr> </tbody> </table>	Duration/time	Programme	In-charge	<i>10 min</i>	<i>Registration</i>		<i>5-10 min</i>	<i>Welcome and introduction</i>		<i>30 min</i>	<i>Theory of plant propagation</i>		<i>5 min</i>	<i>Break</i>		<i>30 min</i>	<i>Hands-on session</i>		<i>15 min</i>	<i>Q&A</i>		<i>10 min</i>	<i>Closing and photo-taking</i>	
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