



Your HOA

123 Your Street
Your City, ST 12345
(123) 456-7890

HOA Event Planning Checklist

Task	Status	Person Responsible	Due Date	Notes
4 – 6 Months Prior of the Event				
Define the Event's Purpose and Objectives	Not started ▾			
Establish a Planning Committee	In progress ▾			
Set a Budget	Complete ▾			
Choose a Date and Time	Not started ▾			
Select a Venue	Not started ▾			
Pre-Event Preparation				
Develop an Event Schedule	Not started ▾			
Book Vendors and Entertainment	Not started ▾			
Recruit Volunteers	Not started ▾			
Promote the Event	Not started ▾			
Set Up Online	Not started ▾			

Task	Status	Person Responsible	Due Date	Notes
Registration or Ticketing				
	Not started ▾			
Week of the Event				
Finalize Details with Vendors and Partners	Not started ▾			
Prepare Event Materials	Not started ▾			
	Not started ▾			
Day Before the Event				
Prepare Venue	Not started ▾			
Prepare a "Day-Of" Timeline	Not started ▾			
Pack an Emergency Kit	Not started ▾			
Day of the Event				
Set Up	Not started ▾			
Hold a Briefing for Volunteers and Staff	Not started ▾			
Implement the "Day-Of" Timeline	Not started ▾			
Enjoy the Event	Not started ▾			
Post-Event				
Clean Up Venue	Not started ▾			
Thank Vendors, Volunteers, and Participants	Not started ▾			
Conduct a Post-Event Review	Not started ▾			

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Document the Event	Not started ▾			

We trust this checklist will serve as a solid foundation to [plan an HOA event](#). It's designed to help you delegate tasks to your community volunteers or team members efficiently. Feel free to print this out for a satisfying tick-off as each item is tackled or completed, ensuring nothing is overlooked and your event unfolds seamlessly.