

# Tenant Clubroom Event Planning Checklist

Date of Event:

Event Name:

Contact Person:

Contact Number:

## Checklist

- Confirm Clubroom Availability
- Set Budget
- Choose Event Theme
- Send Invitations
- Arrange Catering
- Plan Activities
- Decorate Clubroom
- Prepare Supplies
- Confirm Volunteers
- Setup Event Space
- Cleanup After Event

## Notes

Signature: \_\_\_\_\_ Date: \_\_\_\_\_