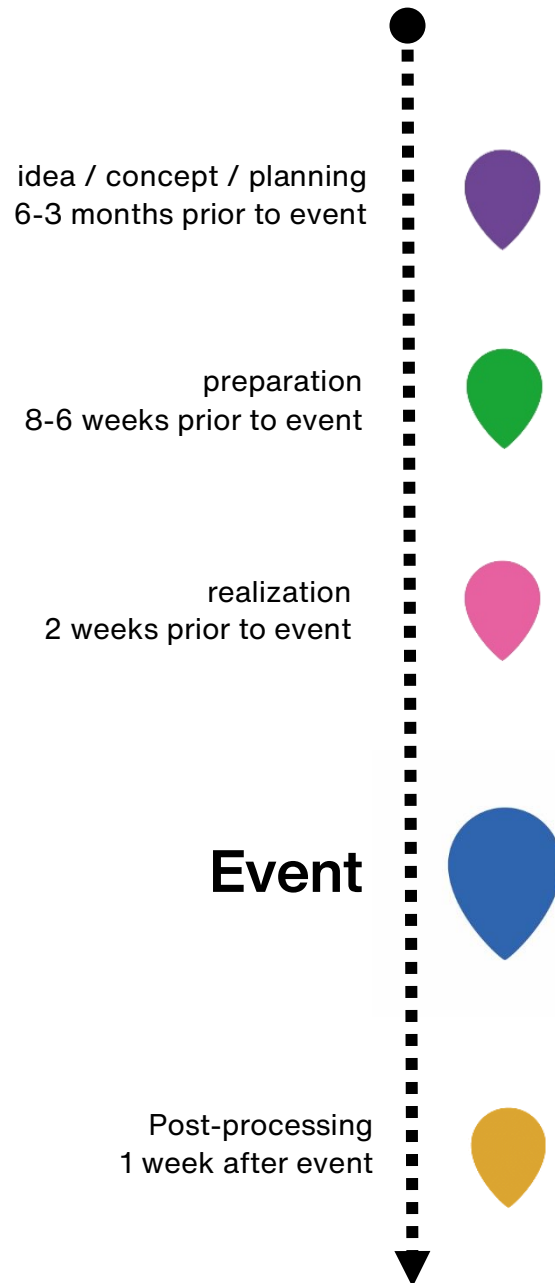


Zug. My Event. My Planning.



The contents of this checklist have been compiled with the utmost care. However, we assume no liability for the accuracy and completeness of the content provided.

 **My Event.**

Date: _____

Location: _____

 **Idea / concept / planning.**
6-3 months prior to event

- Create a concept incl. type & goal of the event
- Distribute tasks & create schedule
- Set date & location for the event
- Create a budget (sponsoring?)
- Find a suitable location → [Event locations](#)
- Send out "Save the Date"
- Check the involvement of an event agency

 **Preparation.**
8-6 weeks prior to event

- Book hotel rooms for out-of-town guests → [Hotel reservations](#) (important: depending on number of participants, 6-12 months prior to event)
- Book food/apéro/catering
- Invite photographer/videographer
- Organize teambuilding/supporting program → [Social programs](#)
- Define the course of the event
- Send out invitations
- Organize gifts → [Zug Shop](#)
- Organize & assign helpers
- Organize decoration
- Prepare speeches / presentations
- Accept registrations
- Possibly organize transport

 **Realization.**
2 weeks prior to event

- Final meeting with location (seating, decoration, procedure)
- Final meeting with catering/restaurant/menu
- Send reminders to participants
- Instruct helpers
- Finalize list of participants
- Print name badges
- Provide give-aways
- Final briefing on site
- Support guests / artists / partners

 **To Dos. Reminder.**

- _____
- _____
- _____
- _____
- _____

 **Post-processing.**
1 week after event

- Debriefing in the team
- Get feedback from the guests
- Send photos
- Send thank you letter & gift to sponsors
- Accounting of the event
- _____