

# Community Festival Event Planning Checklist for Organizers

Organizing a successful **community festival** requires careful planning and attention to detail. This checklist helps event organizers manage tasks such as securing permits, coordinating vendors, and promoting the event effectively. Following a structured approach ensures a memorable and well-executed festival for all attendees.

## 1. Initial Planning

- Define event objectives and theme
- Set dates and secure venue/location
- Establish a planning committee and assign roles
- Create a budget and funding strategy
- Apply for necessary permits and insurance

## 2. Vendor & Entertainment Coordination

- Identify and book food vendors, artists, and performers
- Arrange contracts and deposits with all vendors
- Plan for equipment rentals (tents, stages, seating, sound, etc.)
- Coordinate with local businesses and sponsors

## 3. Marketing & Promotion

- Create and distribute event flyers and posters
- Promote on social media and community websites
- Send press releases to local media outlets
- Engage with local schools, organizations, and influencers

## 4. Logistics & Operations

- Develop a site plan (layout of booths, stages, entrances/exits)
- Organize volunteer recruitment and training
- Plan for waste management and sanitation
- Set up signage and directional information
- Establish first aid and emergency protocols

## 5. Event Day Execution

- Arrive early for setup and vendor check-in
- Ensure all equipment and supplies are in place
- Manage event flow and troubleshoot any issues
- Provide clear communication channels for staff & volunteers
- Maintain safety and cleanliness throughout the event

## 6. Post-Event Tasks

- Coordinate event clean-up and equipment return
- Thank vendors, sponsors, partners, and volunteers
- Collect feedback from attendees and team members
- Review budget and finalize all payments
- Document lessons learned for future events

**Tip:** Keeping all documentation organized and maintaining an open line of communication with your planning team will make the event run more smoothly!