

Company Annual Dinner Checklist

	Task	Status	Remarks
1	Confirm Guest Count and Update Caterer	Not Started / In Progress / Completed	
2	Confirm Venue Reservation and Date	Not Started / In Progress / Completed	
3	Plan the Menu and Confirm Dietary Needs	Not Started / In Progress / Completed	
4	Coordinate Event Schedule with Caterer	Not Started / In Progress / Completed	
5	Arrange Seating and Layout per Guest Count	Not Started / In Progress / Completed	
6	Confirm and Test AV and Lighting Equipment	Not Started / In Progress / Completed	
7	Create and Finalize Event Program Agenda	Not Started / In Progress / Completed	
8	Prepare Guest Welcome Kits (cards, gifts, etc.)	Not Started / In Progress / Completed	
9	Design and Send Invitations with RSVP Details	Not Started / In Progress / Completed	
10	Confirm Entertainment/MC and Arrange Timing	Not Started / In Progress / Completed	
11	Arrange Transportation and Parking for Guests	Not Started / In Progress / Completed	
12	Set up Check-In/Registration Desk with Guest List	Not Started / In Progress / Completed	
13	Finalize Decorations for Theme and Arrange Setup	Not Started / In Progress / Completed	
14	Coordinate with Photographer for Coverage	Not Started / In Progress / Completed	
15	Confirm Post-Event Clean-Up with Venue	Not Started / In Progress / Completed	
16	Send Pre-Event Reminders to Guests	Not Started / In Progress / Completed	
17	Collect Feedback from Attendees After Event	Not Started / In Progress / Completed	