Event Management Closeout Document Checklist

General Information

Event Name	
Date	
Location	
Project Manager	

Checklist

Item	Completed	Notes
Final budget reconciliation		
Vendor payments and settlement		
Return of rented equipment/materials		
Venue inspection completed		
Collection and storage of event assets		
Thank you notes/emails sent		
Debrief meeting held with team		
Final report/documentation prepared		
Survey/feedback collected from attendees		
Photos/videos organized and filed		

Additional Notes