

Event Communication Planning Needs Checklist

1. Event Details

Item	Notes	Completed
Event Name		
Date & Time		
Location / Platform		
Audience		

2. Key Messages

Message	Channel	Owner	Completed

3. Communication Channels

Channel	Purpose	Deadline	Completed
Email			
Website			
Social Media			
Print			

4. Stakeholders

Stakeholder	Role	Contacted?

5. Key Dates & Deadlines

Task	Responsible	Due Date	Completed

6. Contingency Plan

Scenario	Action	Owner	Completed