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## Event Planning Checklist

- ✓ Venue
- ✓ Event agenda
- ✓ Catering
- ✓ Marketing and promotion
- ✓ Registration and tickets
- ✓ Event staff
- ✓ Branding
- ✓ Sponsors and exhibitors
- ✓ Speakers or entertainers
- ✓ Event technology
- ✓ Permits or licenses
- ✓ Accessibility
- ✓ Health and safety
- ✓ Security

# Guide To Planning Special Event

**Guillaume Favre**



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