## The Definitive Checklist for Event Planners

| Find your <b>objective</b>                    |
|---|
| Create your <b>budget</b>                     |
| Choose a <b>date</b>                          |
| Find your <b>location and venue</b>           |
| Plan it out                                   |
| Have a <b>branding and marketing strategy</b> |
| Know your licenses and permissions            |
| Iron out the <b>fine details</b>              |
| Enjoy what you have created!                  |

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