CHECKLIST

[Checklist name, e.g. Office move / Event / Audit] Owner: [Name]

Completed: 0 of 12 items **0%**

#	Item	Responsible	Due date	Done?	Notes
SECTION 1: [Planning]					
1	Define the goal and the deadline				
2	Agree the budget				
3	Assign an owner to each task				
4					
5					
SECTION 2: [Preparation]					
6	Book venue / suppliers				
7	Prepare documents and forms				
8	Send invitations / notices				
9					
10					
SECTION 3: [On the day / delivery]					
11	Final check of equipment				
12	Brief the team				
13	Collect sign-offs				
14					
15					
SECTION 4: [Follow-up]					
16	Send thank-you / summary				
17	File receipts and records				
18	Note lessons learned				
19					
20					

Rename the sections and items for your own checklist. Pick ✓, ✗ or N/A in the Done column; ticked items are struck through and the count and progress bar update.