

EVENT PLANNING WORKSHEET

EVENT TITLE:

HOST:
CO-HOSTS:

DATE	
START TIME	
END TIME	
LOCATION	
SETUP TIME	
CLEANUP TIME	
AUDIENCE	
BUDGET	
FUNDING SOURCES	
DECORATIONS	
ACTIVITY PLAN	
FOOD & DRINKS	

EVENT GOALS

TO DO LIST

- ENGAGED EVENT APPROVED
- CONTRACTS SUBMITTED
- INVOICES SUBMITTED
- CREDIT CARD RESERVED
- CATERING ORDERED
- TRANSPORTATION BOOKED
- TRAVEL REGISTERED
- SECURITY BOOKED

MARKETING STRATEGIES

- POSTER DESIGNED
- POSTER ORDERED/PRINTED
- SOCIAL MEDIA
- ENGAGED EVENT MARKED PUBLIC
- CHALKING
- WORD OF MOUTH

TIMELINE

WHEN TO DO
WHAT

PHYSICAL LAYOUT

AUDIO/VISUAL NEEDS

DAY OF PLAN WHO DOES
WHAT?

REFLECTION WHAT DID YOU
LEARN?