

# 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?