

Event Planning Worksheet

EVENT: _____

EVENT DATE: _____ **TIME:** _____

SPONSORING DEPARTMENT: _____

CATEGORY/THEME: _____

CONTACT PERSON: _____ **PHONE** _____

BUDGET: _____

INVITATIONS:

Invites (check all that apply)

Email	_____	Formal Invitation	_____
Letter	_____	Map	_____
RSVP's	_____	Date for RSVP	_____
Date to Printing	_____	Reminder email	_____

Invitation list (attach a list of names and addresses)

Alumni _____

Faculty _____

Staff _____

Speaker(s)/Presenters(s) _____

Others: _____

Data pull _____ Group/Area: _____

Date Invitations to be Mailed _____

RSVP returned to (name) _____

Total Invitations to be Ordered/Mailed _____

Event Location:

Venue: _____

Room Confirmation _____

Room Setup _____

 Tables _____

 Chairs _____

 Room-cleanup _____

AV-Sound:

PA System	_____	Music	_____
Recording	_____	A/V Equipment	_____
Lighting	_____		

Rentals:

Vendor _____

Room Setup _____

Tables _____ Registration table _____

Chairs _____

Stage _____

Risers _____ Location _____

Tent _____ Size _____ Location _____

Program:

Speaker _____

Title of Speaker _____

Title of Lecture _____

Letter/Email of Invitation Mailed _____ Date: _____

Photograph of speaker _____

Printed Programs _____ Date to printer _____

Gift/Memento _____ Cost: _____

Name Tags _____

Facilities:

Requisition for clean up _____ Date: _____

Contacted for building/rooms to be open _____ Date: _____

Photographer:

_____ Date contacted: _____

Flowers/Decorations:

Centerpieces _____

Boutonniere(s) _____

Corsage (s) _____

Plants _____

Balloons _____

Other: _____

Catering:

Vendor _____ (attach a list of catering order or menu)
Contract: _____ yes/no Dinner (buffet or served) _____
Breakfast (buffet or served) _____ Hors d'oeuvres _____
Luncheon (buffet or served) _____ Liquor (cash bar or open) _____
Projected Headcount _____

Event Staff:

Office staff _____
Others _____

Entertainment: _____

Mementos/Gift Baskets

Who to Receive _____
Item _____ Cost: _____

Building Hardware for Dedications

Portrait _____ Ordered _____ Cost: _____
Vendor: _____
Plaque _____ Ordered _____ Cost: _____
Vendor: _____
Signage _____ Ordered _____ Cost: _____
Vendor: _____

Publicity:

News Release/Ad _____
Web _____
Posters _____
Publications _____
Signage for building _____

Parking:

Event Signage _____
Other _____
Security _____

Disabilities Needs: _____

Supplies needed for event:

Evaluation of Event:
