

## **EVENT PLANNER TEMPLATE**

	EVENT OVERVIEW
EVENT TITLE	
EVENT DATE	EVENT TIME
EVENT LOCATION	
EVENT DESCRIPTION	

## EVENT COORDINATOR INFORMATION

COORDINATOR NAME		
COORDINATOR ORG		
TELEPHONE		
"DAY OF" PHONE	MAILING ADDRESS	
FAX		
EMAIL	WEBSITE	
ADD'L CONTACT NAME	ADD'L CONTACT EMAIL	
CONTACT PHONE 1	CONTACT PHONE 2	

	E V E N T	S C O P E
TARGET AUDIENCE		
MESSAGING		
OBJECTIVES		
RISK MANAGEMENT		
	IDENTIFIED RISKS	RISK MITIGATION
MILESTONES, BENCHMARKS, AND MEASURES OF SUCCESS		

DATE COMPLETED         TASK         PARTY RESPONSIBLE           ITEAM IDENTIFIED         ITEAM IDENTIFIED         I           IEIM IDENTIFIED         I         I           IEIM IDENTIFIED         I         I           IEIM IDENTIFIED         I         I           IEICATION SECURED         I         I           IEICATION SECURED         I         I           IPERMITS ISSUED / REQUESTED         I         I           IPERMITS ISSUED / REQUESTED         I         I           IEICATION SECURED         I         I         I           IPERMITS ISSUED / REQUESTED         I         I         I           IEICATION SECURED         I         I         I         I         I           INVITATIONS COMPOSED / PRINTED         INVITATIONS SENT         I <th></th> <th>TASK CHECKLIST + DELEGATION</th> <th>I</th>		TASK CHECKLIST + DELEGATION	I
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PARKING / TRANSPORTATION LOGISTICS       EVENT ENTERTAINMENT / SPEAKERS CONFIRMED       TALENT REHEARSALS SCHEDULED       INVITE LIST COMPILED       RSVP PROCESS DEFINED       INVITATIONS COMPOSED / PRINTED       INVITATIONS SENT       PRINT ADVERTISING       RADIO / TELEVISION ADVERTISING       EVENT SIGNS / SIGNAGE       PROMOTIONAL GIFTS       PRIZES / GIVE-AWAYS       DECORATIONS / FLORAL       SEATING       GLASSES / JUSHES / FLATWARE / NAPKINS       GLASSES / DISHES / FLATWARE / NAPKINS       FOOD / MENU / DIETARY CONCERNS ADDRESSED       BEVERAGES       ADDITIONAL STAFF       SECURITY / FIRST AID       ADA ACCESS       HOUSEKEEPING		PERMISSION REQUESTED	
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EVENT SIGNS / SIGNAGEPROGRAMS / CATALOGUESPROMOTIONAL GIFTSPRIZES / GIVE-AWAYSDECORATIONS / FLORALSEATINGCLOBES / DISHES / LINENSGLASSES / DISHES / FLATWARE / NAPKINSFOOD / MENU / DIETARY CONCERNS ADDRESSEDBEVERAGESADDITIONAL STAFFSECURITY / FIRST AIDADA ACCESSHOUSEKEEPING		RADIO / TELEVISION ADVERTISING	
PROGRAMS / CATALOGUES         PROMOTIONAL GIFTS         PRIZES / GIVE-AWAYS         DECORATIONS / FLORAL         SEATING         TABLES / LINENS         GLASSES / DISHES / FLATWARE / NAPKINS         FOOD / MENU / DIETARY CONCERNS ADDRESSED         BEVERAGES         ADDITIONAL STAFF         SECURITY / FIRST AID         ADA ACCESS         HOUSEKEEPING		MEDIA ADVERTISING	
PROMOTIONAL GIFTS         PRIZES / GIVE-AWAYS         DECORATIONS / FLORAL         SEATING         TABLES / LINENS         GLASSES / DISHES / FLATWARE / NAPKINS         FOOD / MENU / DIETARY CONCERNS ADDRESSED         BEVERAGES         ADDITIONAL STAFF         SECURITY / FIRST AID         ADA ACCESS         HOUSEKEEPING		EVENT SIGNS / SIGNAGE	
PRIZES / GIVE-AWAYS       PRIZES / GIVE-AWAYS         DECORATIONS / FLORAL       PRIZES / LINENS         SEATING       TABLES / LINENS         GLASSES / DISHES / FLATWARE / NAPKINS       GLASSES / DISHES / FLATWARE / NAPKINS         FOOD / MENU / DIETARY CONCERNS ADDRESSED       BEVERAGES         ADDITIONAL STAFF       SECURITY / FIRST AID         ADA ACCESS       HOUSEKEEPING		PROGRAMS / CATALOGUES	
DECORATIONS / FLORAL         SEATING         TABLES / LINENS         GLASSES / DISHES / FLATWARE / NAPKINS         FOOD / MENU / DIETARY CONCERNS ADDRESSED         BEVERAGES         ADDITIONAL STAFF         SECURITY / FIRST AID         ADA ACCESS         HOUSEKEEPING		PROMOTIONAL GIFTS	
SEATING       SEATING         TABLES / LINENS       GLASSES / DISHES / FLATWARE / NAPKINS         GLASSES / DISHES / FLATWARE / NAPKINS       FOOD / MENU / DIETARY CONCERNS ADDRESSED         BEVERAGES       BEVERAGES         ADDITIONAL STAFF       SECURITY / FIRST AID         ADA ACCESS       HOUSEKEEPING		PRIZES / GIVE-AWAYS	
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GLASSES / DISHES / FLATWARE / NAPKINS       FOOD / MENU / DIETARY CONCERNS ADDRESSED       BEVERAGES       ADDITIONAL STAFF       SECURITY / FIRST AID       ADA ACCESS       HOUSEKEEPING		SEATING	
FOOD / MENU / DIETARY CONCERNS ADDRESSED         BEVERAGES         ADDITIONAL STAFF         SECURITY / FIRST AID         ADA ACCESS         HOUSEKEEPING		TABLES / LINENS	
BEVERAGES       ADDITIONAL STAFF       SECURITY / FIRST AID       ADA ACCESS       HOUSEKEEPING		GLASSES / DISHES / FLATWARE / NAPKINS	
ADDITIONAL STAFF       SECURITY / FIRST AID       ADA ACCESS       HOUSEKEEPING		FOOD / MENU / DIETARY CONCERNS ADDRESSED	
SECURITY / FIRST AID       ADA ACCESS       HOUSEKEEPING		BEVERAGES	
ADA ACCESS HOUSEKEEPING		ADDITIONAL STAFF	
HOUSEKEEPING		SECURITY / FIRST AID	
		ADA ACCESS	
		HOUSEKEEPING	
EVENT FLOOR PLAN / SEI-UP		EVENT FLOOR PLAN / SET-UP	
GUEST GREETERS / USHERS		GUEST GREETERS / USHERS	
REGISTRATION AREA AND PROCESS		REGISTRATION AREA AND PROCESS	
GUEST AND PARTICIPANT FEEDBACK / REVIEW SYSTEM DEVELOPED		GUEST AND PARTICIPANT FEEDBACK / REVIEW SYSTEM DEVELOPED	

	SPECIFIC	CATIONS	
EQUIPMENT REQUIRED	COMMENTS: AVAILABLE IN-HOUSE, SPEAKER WILL PROVIDE, ETC.		
LIGHTING			
sound			
MICROPHONES			
STAGE			
PODIUM			
BACKGROUND MUSIC			
DESCRIBE STAGING SET- UP AND REQUIREMENTS			
A/V POINT OF CONTACT		A/V PHONE	
A/V EMAIL		ADDITIONAL STAFF	
DESCRIBE ANY ADDITIONAL SET-UP REQUIREMENTS			

	POST-EVENT EVALUATION
OBJECTIVES MET?	
BUDGETARY CONSTRAINTS MET?	
UNINTENDED POSITIVE OUTCOMES?	
UNINTENDED NEGATIVE OUTCOMES?	
FEEDBACK ANALYSIS	
STAFF AND VENDOR EVALUATION	
REVIEW OF MEASUREMENTS FOR SUCCESS	
CELEBRATION & THANK YOUS TO TEAM , STAFF, VENDORS, GUESTS, ETC.	

## ADDITIONAL COMMENTS

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