

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
FUNDING SOURCED International Sourced SPONSORSHIP OBTAINED LOCATION SECURED PERMISSION REQUESTED PERMISSION REQUESTED PARKING / TRANSPORTATION LOGISTICS EVENT ENTERTAINMENT / SPEAKERS CONFIRMED IALENT REHEARALS SCHEDULED NUTIE LIST COMPLED INVITATIONS COMPOSED / PRINTED INVITATIONS COMPOSED / PRINTED INVITATIONS SENT PRINT ADVERTISING RADIO / TELEVISION ADVERTISING PRINT ADVERTISING PROMOTIONAL OFTS PRINT SOURCES DEFINED INVITATIONS COMPOSED / PRINTED INVITATIONS COMPOSED / PRINTED PRINT ADVERTISING PRINT ADVERTISING PROMOTIONAL OFTS PROMOTIONAL OFTS PRIZES / GIVE-AWAYS DECORATIONS / FLORAL SEATING TABLES / LINENS GLASSES / DISHES / FLATWARE / NAPRINS GLASSES / DISHES / FLATWARE / NAPRINS FOOD / MENU / DIETARY CONCERNS ADDRESSED BEVERAGES ADDITIONAL STAFF SECURITY / FIRST AID ADA ACCESS HOUSEKEEPING	DATE COMPLETED	TASK	PARTY RESPONSIBLE
SPONSORSHIP OBTAINEDILOCATION SECUREDPERMISSION REQUESTEDPERMISSION REQUESTEDPERMISSION REQUESTEDPARKING / TRANSPORTATION LOGISTICSEVENT ENTERTAINMENT / SPEAKERS CONFIRMEDTALEDT REHEARSLIS SCHEDULEDINVITE LIST COMPLEDRSVP PROCESS DEFINEDINVITATIONS COMPOSED / PRINTEDINVITATIONS SENTPRINT ADVERTISINGRADIO / TELEVISION ADVERTISINGRADIO / TELEVISION ADVERTISINGPRINT ADVERTISINGPRINT ADVERTISINGPRINT ADVERTISINGPROGRAMS / CATALOGUESPROMOTIONAL GIFTSPROSES / DINES / FLORALSEATINGSEATINGSEATINGSEATINGSEATINGBEVERAGESADDUTIONAL SAFFSEATING <tr< td=""><td></td><td>TEAM IDENTIFIED</td><td></td></tr<>		TEAM IDENTIFIED	
Icocation SecuredIcocation SecuredPERMISSION REQUESTEDIcocation SecuredPARKING / TRANSPORTATION LOGISTICSIcocation SecuredPARKING / TRANSPORTATION LOGISTICSIcocation SecuredIcocation Secured Secured Icocation SecuredIcocation SecuredIcocation Secured Secured Icocation Secured Icocation SecuredIcocation SecuredIcocation Secured Secured Icocation Icocation Icocation Icocation Icocation Icoca		FUNDING SOURCED	
PERMISSION REQUESTED PRAKING / TRANSPORTATION LOGISTICS 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 MEDIA ADVERTISING PROGRAMS / CATALOGUES PROMOTIONAL GIFIS PROMOTIONAL GIFIS PROMOTIONAL GIFIS PROCATIONS / FLORAL SEATING SEATING SEATING SEATING ADECONTIONS / FLORAL SEATING SEATING SEATING ADA ACCESS HOUSEKEEPING		SPONSORSHIP OBTAINED	
PERMITS ISSUED / REQUESTED 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 MEDIA ADVERTISING PROGRAMS / CATALOGUES PROGRAMS / CATALOGUES PROGRAMS / CATALOGUES PROMOTIONAL GIFTS DECCORTIONS / FLORAL SEATING CLASSES / DISHES / FLATWARE / NAPKINS GOLASSES / DISHES / FLATWARE / NAPKINS FOOD / MENU / DIETARY CONCERNS ADDRESSED BEVERAGES ADDITIONAL STAFF SECURITY / FIRST AID ADA ACCESS HOUSEKEEPING		LOCATION SECURED	
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	
EVENT ENTERTAINMENT / SPEAKERS CONFIRMED IALENT REHEARSALS SCHEDULED INVITE LIST COMPILED RSVP PROCESS DEFINED INVITATIONS COMPOSED / PRINTED INVITATIONS SENT PRINT ADVERTISING RADIO / TELEVISION ADVERTISING EVENT SIGNS / SIGNAGE PRORAMS / CATALOGUES PRORAMS / CATALOGUES PRORAMS / CATALOGUES PRORAMS / CATALOGUES PROCRAMS / CATALOGUES PROCRAMS / CATALOGUES PROCRAMS / CATALOGUES PROCRAMS / CATALOGUES PROMOTIONAL GIFTS DECORATIONS / FLORAL SEATING GLASSES / DISHES / FLATWARE / NAPKINS GLASSES / DISHES / FLATWARE / NAPKINS BEVERAGES ADDITIONAL STAFF SECURITY / FIRST AID ADDATIONAL STAFF SECURITY / FIRST AID ADA ACCESS HOUSEKEEPING		PERMITS ISSUED / REQUESTED	
TALENT REHEARSALS SCHEDULEDINVITE LIST COMPILEDRSVP PROCESS DEFINEDINVITATIONS COMPOSED / PRINTEDINVITATIONS SENTPRINT ADVERTISINGRADIO / TELEVISION ADVERTISINGMEDIA ADVERTISINGEVENT SIGNS / SIGNAGEPROGRAMS / CATALOGUESPRIZES / GIVE-AWAYSDECORATIONS / FLORALSEATINGGLASSES / DISHES / FLATWARE / NAPKINSFOOD / MENU / DIETARY CONCERNS ADDRESSEDBEVERAGESADDITIONAL STAFFSECURITY / FIRST AIDADA ACCESSHOUSEKEEPING		PARKING / TRANSPORTATION LOGISTICS	
INVITE LIST COMPILEDRSVP PROCESS DEFINEDINVITATIONS COMPOSED / PRINTEDINVITATIONS SENTPRINT ADVERTISINGRADIO / TELEVISION ADVERTISINGMEDIA ADVERTISINGEVENT SIGNS / SIGNAGEPROCESS DEFINEDPROMOTIONAL GIFTSPRIZES / GIVE-AWAYSDECORATIONS / FLORALSEATINGGLASSES / DISHES / FLATWARE / NAPKINSFOOD / MENU / DIETARY CONCERNS ADDRESSEDBEVERAGESADDITIONAL SIAFFSECURITY / FIRST AIDADA ACCESSHOUSEKEEPING		EVENT ENTERTAINMENT / SPEAKERS CONFIRMED	
RSVP PROCESS DEFINEDINVITATIONS COMPOSED / PRINTEDINVITATIONS SENTPRINT ADVERTISINGRADIO / TELEVISION ADVERTISINGMEDIA ADVERTISINGEVENT SIGNS / SIGNAGEPROGRAMS / CATALOGUESPROMOTIONAL GIFTSPRIZES / GIVE-AWAYSDECORATIONS / FLORALSEATINGGLASSES / DISHES / FLATWARE / NAPKINSGLASSES / DISHES / FLATWARE / NAPKINSFOOD / MENU / DIETARY CONCERNS ADDRESSEDBEVERAGESADDITIONAL STAFFSECURITY / FIRST AIDADA ACCESSHOUSEKEEPING		TALENT REHEARSALS SCHEDULED	
INVITATIONS COMPOSED / PRINTEDINVITATIONS SENTPRINT ADVERTISINGRADIO / TELEVISION ADVERTISINGMEDIA ADVERTISINGEVENT SIGNS / SIGNAGEPROGRAMS / CATALOGUESPROMOTIONAL GIFTSPRIZES / GIVE-AWAYSDECORATIONS / FLORALSEATINGGLASSES / DISHES / FLATWARE / NAPKINSFOOD / MENU / DIETARY CONCERNS ADDRESSEDBEVERAGESADDITIONAL STAFFADDITIONAL STAFFADA ACCESSHOUSEKEEPING		INVITE LIST COMPILED	
INVITATIONS SENTPRINT ADVERTISINGRADIO / TELEVISION ADVERTISINGMEDIA ADVERTISINGEVENT SIGNS / SIGNAGEPROGRAMS / CATALOGUESPROMOTIONAL GIFTSPROMOTIONAL GIFTSDECORATIONS / FLORALSEATINGCLASSES / DISHES / FLATWARE / NAPKINSGLASSES / DISHES / FLATWARE / NAPKINSBEVERAGESADDITIONAL STAFFSECURITY / FIRST AIDADA ACCESSHOUSEKEEPING		RSVP PROCESS DEFINED	
PRINT ADVERTISINGRADIO / TELEVISION ADVERTISINGMEDIA ADVERTISINGEVENT SIGNS / SIGNAGEPROGRAMS / CATALOGUESPROMOTIONAL GIFTSPRIZES / GIVE-AWAYSDECORATIONS / FLORALSEATINGGLASSES / DISHES / FLATWARE / NAPKINSFOOD / MENU / DIETARY CONCERNS ADDRESSEDBEVERAGESADDITIONAL STAFFSECURITY / FIRST AIDADA ACCESSHOUSEKEEPING		INVITATIONS COMPOSED / PRINTED	
RADIO / TELEVISION ADVERTISINGMEDIA ADVERTISINGEVENT SIGNS / SIGNAGEPROGRAMS / CATALOGUESPROMOTIONAL GIFTSPRIZES / GIVE-AWAYSDECORATIONS / FLORALSEATINGGLASSES / DISHES / FLATWARE / NAPKINSGLASSES / DISHES / FLATWARE / NAPKINSFOOD / MENU / DIETARY CONCERNS ADDRESSEDBEVERAGESADDITIONAL STAFFSECURITY / FIRST AIDADA ACCESSHOUSEKEEPING		INVITATIONS SENT	
MEDIA ADVERTISING EVENT SIGNS / SIGNAGE 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		PRINT ADVERTISING	
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	
ABLES / LINENSGLASSES / DISHES / FLATWARE / NAPKINSFOOD / MENU / DIETARY CONCERNS ADDRESSEDBEVERAGESADDITIONAL STAFFSECURITY / FIRST AIDADA ACCESSHOUSEKEEPING		DECORATIONS / FLORAL	
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

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.