

Event Planning Form

Event Name:

Alcohol: Hire a cash bar? Free?

Date:

Liability insurance: YES or NO

Theme:

Coverage needed:

of Staff Needed:

Contract:

Budget:

Cost:

SPONSORS:

VENUE:

Potential list:

Location secured: (date)

Contact letter:

Contract signed: (put a copy in your event notebook or folder)

Personal follow-up:

Contact person and phone number:

Track response:

Set up date:

Levels of Sponsorship: (what do they get in return- signage, promotion, access to invite list, etc.)

Tear down date:

FOOD:

Special instructions or restrictions:

Menu:

Target Audience: age group, current or new clients

Caterer:

Invitations:

Contact info:

Guest list created: YES or NO

Set up time:

Formal invitations created:

Printing and Design Work:

Email invites:

Contact info:

Date to send:

Deadline:

RSVP date:

Staffing: Will you need to hire help? Utilize volunteers?

Security: Determine if you need to hire security for the event? What company are you using? What is the scope of their duties?

Evaluation:

Method:

EMS: Do you need to have EMS on site? If so who are you contracting with?

Delivery option:

Follow-up Meeting with Staff/Client: