Event Planner

Your Name: _______________________________________________

Name of Event: ____________________________________________

Date of Event: _________, Time: ______, Location: _________________

Name of Guest Speaker(s)/Presenter(s): ___________________________

Resources or supplies needed: □ food/refreshments □ audio-visual support
□ other: ______________________________________________________

Budget amount requested for the event: $___________

Brief description of how the event will be publicized:

________________________________________________________

Preview of event...
what the event will look like/what will take place at the event:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

what you intend for people to learn/take from this event:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

List on the back of this form the name and responsibility of each person helping to organize the event.

Be sure to pass around a sign-in sheet at your event and attach it to your Event Review form.