EVENT PLANNING FORM

EVENT NAME:
DAY/DATE:
EVENT TIME:
LOCATION:
ATTENDANCE:

Space:
- [ ] Date Set
- [ ] Venue Reserved
- [ ] Venue Contract Signed
- [ ] Contact Person at Event:

Invitation List:
- [ ] List Developed
- [ ] Create invitation (email or print)
- [ ] Create online RSVP link (e.g. Qualtrics)
- [ ] Number of Invitations Determined/Dates for Email Blasts
- [ ] RSVPs Tracked

Catering:
- [ ] Food & Beverage Vendor
- [ ] Determine Menu including Dietary Requirements & Headcount
- [ ] Approve Menu/Sign Contract
- [ ] Linens
- [ ] Contact Person at Event:

AV Equipment/Technology:
- [ ] Podium w/ microphone
- [ ] PowerPoint & Computer
- [ ] Projector
- [ ] Easels
- [ ] Flip Chart
- [ ] Internet Access/Wireless
- [ ] Contact Person at Event:

Speakers:
- [ ] Confirmed Attendance

Parking:
- [ ] Reserve Lot/Spaces/Garage
- [ ] Map/Driving Directions
- [ ] Contact Person at Event:

Photography:
- [ ] Photography Reservation Made
- [ ] Contact Person at Event:

Other Supplies:
- [ ] Registration/Reception Table
- [ ] Handouts
- [ ] Pens & Note pads
- [ ] Programs