Event Planning Worksheet

1) What do you want to accomplish?

- **Mission** – State the objective and primary desired outcomes.
- **Vision** – What are you hoping the event will look and feel like? Who will be involved? What does success look like. Be specific!

Who do you want to work and/or collaborate with to accomplish your vision?

2) Logistics:

Where are you hoping to host your event? What’s your backup location?

Turn the page over and draw an ideal layout for your event.

How many people will be served? Who’s your audience? Club members, students, faculty, staff, and/or community members? Be specific.

What’s your total budget? What is the funding source or are there multiple funding sources? (Be specific)

Will you be collecting funds?

What are the line items? What do you need? Where are you proposing to purchase items from?

- Food:
- Supplies:
- Vendors:

Do you need to hire anyone to do anything? DJ? Contractor?

3) Timeline:

Proposed Event Date and Time:

EVENT REQUEST:  
- Immediately develop a plan b in case your desired room/space is not available...
- If a deposit is needed, backtrack from the deposit due date four weeks...
- Backtrack four weeks if ordering food...
- Backtrack four weeks if you need a check for a vendor day-of...
- Backtrack two weeks if you're requesting use of College equipment & AV (tables, chairs, etc.)
- Backtrack two weeks if you're requesting College publicity...
- Backtrack two weeks if reimbursement is going to be requested...

DUE DATE:

4) Assignments:

List all responsibilities and assignments here. Include due dates.