



Event Planner

DATE OF EVENT:

EVENT NAME:

START:

END:

LOCATION

CAMPUS:

ROOM #:

ROOM #:

ROOM #:

(ATTACH MAP/LAYOUT)

STAGE

TYPE

PERSON

SPECIAL MUSIC

SLIDESHOW

PRESENTATION

LIGHTS

OTHER

ESTIMATED ATTENDANCE:

ADMISSIONS FEE:

YES

NO

NA

NEEDS

HOW MANY

CHAIRS	
TABLES	
PRESENTATION BOARD	
PODIUM	
MICS	

SUPPORT

NAME(S)

SET UP

USHER/PROGRAM

PHOTO/VIDEO

GENERAL SUPPORT

CLEAN UP

FACEBOOK POST

OTHER



EVENT NAME: _____

SERVING

COSTCO ORDER

DONATED

DRINKS

UTENSILS

FLATWARE

PUBLICATIONS

CREATED BY

DEADLINE

SAVE THE DATE _____



INVITES _____



FLYER/POSTER _____



NEWSLETTER POST _____



EMAIL _____



FACEBOOK POST _____



OTHER _____

