**EVENT PLANNING WORKSHEET**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EVENT: | | |  | | | | | | |
| EVENT DATE: | | |  | | | | | TIME: |  |
| CATEGORY/THEME: | | |  | | | | | | |
| CONTACT PERSON: | | |  | | | | | PHONE: |  |
| INVITATIONS: | | |  | | | | | | |
| Invites (check all that apply) | | | | | | | | | |
| Email | |  | | | | Formal Invitation |  | | |
| Letter | |  | | | | Map |  | | |
| RSVP’s |  | | Date for RSVP | |  | | Date to Printing | |  |
| Invitation list (attach a list of names and addresses) | | | | | | | | | |
| Alumni: | | | |  | | | | | |
| Faculty: | | | |  | | | | | |
| Staff: | | | |  | | | | | |
| Speaker(s)/Presenters(s): | | | |  | | | | | |
| Others: | | | |  | | | | | |
| Data pull: | | | |  | | | | | |
| Date Invitations to be Mailed: | | | |  | | | | | |
| RSVP returned to: | | | |  | | | | | |
| Total Invitations to be Ordered/Mailed | | | | | | | | | |
| Event Location: | | | |  | | | | | |
| Venue: | | | |  | | | | | |
| Room Confirmation | | | |  | | | | | |
| Room Setup | | | |  | | | | | |
| AV-Sound | | | |  | | | | | |
| **Event Staff:** | | | |  | | | | | |
| Office staff | | | |  | | | | | |
| Student Ambassadors/Tours | | | |  | | | | | |
| Others | | | |  | | | | | |
| Catering: | | | |  | | | | | |
| Entertainment: | | | |  | | | | | |
| Mementos/Gift Baskets | | | |  | | | | | |
| Building Hardware for Dedications | | | |  | | | | | |
| Supplies needed for event: | | | |  | | | | | |
|  | | | |  | | | | | |
| Evaluation of Event: | | | |  | | | | | |
|  | | | |  | | | | | |
|  | | | |  | | | | | |