

# 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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_