

# 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:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_