

EVENT PLANNER TEMPLATE

EVENT OVERVIEW

EVENT TITLE			
EVENT DATE		EVENT TIME	
EVENT LOCATION			
EVENT DESCRIPTION			

EVENT COORDINATOR INFORMATION

COORDINATOR NAME			
COORDINATOR ORG			
TELEPHONE		MAILING ADDRESS	
"DAY OF" PHONE			
FAX			
EMAIL		WEBSITE	
ADD'L CONTACT NAME		ADD'L CONTACT EMAIL	
CONTACT PHONE 1		CONTACT PHONE 2	

EVENT SCOPE

TARGET AUDIENCE	
MESSAGING	
OBJECTIVES	

RISK MANAGEMENT

IDENTIFIED RISKS	RISK MITIGATION

MILESTONES,
BENCHMARKS, AND
MEASURES OF SUCCESS

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TASK CHECKLIST + DELEGATION

DATE COMPLETED	TASK	PARTY RESPONSIBLE
	TEAM IDENTIFIED	
	FUNDING SOURCED	
	SPONSORSHIP OBTAINED	
	LOCATION SECURED	
	PERMISSION REQUESTED	
	PERMITS ISSUED / REQUESTED	