



## Tools for Success Event Planning Worksheet

House Name: \_\_\_\_\_ House Captain: \_\_\_\_\_  
Faculty Mentor: \_\_\_\_\_ Campus: \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Description of the event:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Estimated Expenses (if applicable):**  
\_\_\_\_\_

**Materials Required**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Committee Members	Assigned Tasks



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**Promotion of the Event**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_