

EVENT PLANNING WORKSHEET

Event	
Date	
Basic Information	
Time	
City	
Type	
Contact Info for Host	
Name	
Address	
Phone	
E-mail	
Location Info	
Address	
Phone	
Site contact	
Additional Info	
\$\$\$ Goal	
Ticket price	
Number of expected attendees	
Target audiences	
Logistics	
Catering	
Invites	
Number	
\$ Amount	
Mailing ETA	
Postage	
Follow-Up Calls	
Date to begin	
Host Committee	
Name/Phone	
Name/Phone	
Name/Phone	
Name/Phone	
Name/Phone	
Name/Phone	
Name/Phone	
Name/Phone	
Name/Phone	
Name/Phone	
Notes	