

**EVENT PLANNING WORKSHEET**

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