



## 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  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_