## **EVENT PLANNING WORKSHEET** Date:\_ Event: Time: \_\_\_\_\_ Ticket Price:\_\_\_\_ Target Audience(s): \_ Expected Attendance: \_\_\_ Project Manager(s): \_\_\_ Volunteer(s): \_\_ Format (check all that apply): □Networking □Focus Group □Reception □Sporting Event □Other \_\_\_\_\_ □Dinner □Socia □Educational □Luncheon □Panel Discussion □Breakfast LOGISTICS Site: \_ Contact: Contact #: \_\_ Capacity: \_ Rental/room fees: \_\_ Deadlines: \_ Contract: □Received □Changes Made □Signed $\square$ Returned □Deposit required \$\_\_ \_\_ due by \_ Directions/parking info. Received and added to electronic file Catering Contact: \_ Contact #: \_\_ Type of menu: \_\_\_\_ ■Menu approved □Counts Needed By:\_\_\_\_\_ □Counts Sent Per person cost: \$\_\_\_ Beverage Service Needed: \_ Costs: \$\_

Day of Contact (if different):

Set Up Time: