**Event Planner Template**

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| --- |
| Event Overview |
| Event Title |   |
| Event Date |   | Event Time |   |
| Event Location |   |
| Event Description |   |

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| Event Coordinator Information |
| Coordinator Name |   |
| Coordinator Org |   |
| Phone |   | Mailing Address |   |
| "Day of" Phone |   |   |
| Fax |   |   |
| Email |   | Website |   |
| Additional Contact Name |   | Additional Contact Email |   |
| Contact Phone 1 |   | Contact Phone 2 |   |

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| Event Scope |
| Target Audience |   |
| Messaging |   |
| Objectives |   |

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| Risk Management |
| Identified Risks | Risk Mitigation |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| Milestones, Benchmarks, And Measures Of Success |   |

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| --- |
| Task Checklist + Delegation |
| Date Completed | Task | Party Responsible |
|   | Team Identified |   |
|   | Funding Sourced |   |
|   | Sponsorship Obtained |   |
|   | Location Secured |   |
|   | Permission Requested |   |
|   | Permits Issued / Requested |   |
|   | Parking / Transportation Logistics  |   |
|   | Event Entertainment / Speakers Confirmed |   |
|   | Talent Rehearsals Scheduled |   |
|   | Invite List Compiled |   |
|   | Rsvp Process Defined |   |
|   | Invitations Composed / Printed |   |
|   | Invitations Sent |   |
|   | Print Advertising  |   |
|   | Radio / Television Advertising |   |
|   | Media Advertising |   |
|   | Event Signs / Signage |   |
|   | Programs / Catalogues |   |
|   | Promotional Gifts |   |
|   | Prizes / Giveaways |   |
|   | Decorations / Floral |   |
|   | Seating |   |
|   | Tables / Linens |   |
|   | Glasses / Dishes / Flatware / Napkins |   |
|   | Food / Menu / Dietary Concerns Addressed |   |
|   | Beverages |   |
|   | Additional Staff |   |
|   | Security / First Aid |   |
|   | Ada Access |   |
|   | Housekeeping |   |
|   | Event Floor Plan / Set-Up |   |
|   | Guest Greeters / Ushers |   |
|   | Registration Area And Process |   |
|   | Guest And Participant Feedback / Review System Developed |   |

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| --- |
| Specifications |
| Equipment Required | Comments: Available In-House, Speaker Will Provide, Etc. |
| Lighting |   |
| Sound |   |
| Microphones |   |
| Stage |   |
| Podium |   |
| Background Music |   |
|   |   |
|   |   |
| Describe Staging Set-Up And Requirements |   |
| A/V Point Of Contact |   | A/V Phone |   |
| A/V Email |   | Additional Staff |   |
| Describe Any Additional Set-Up Requirements |   |

|  |
| --- |
| Post-Event Evaluation |
| Objectives Met? |   |
| Budgetary Constraints Met? |   |
| Unintended Positive Outcomes? |   |
| Unintended Negative Outcomes? |   |
| Feedback Analysis |   |
| Staff And Vendor Evaluation |   |
| Review ofMeasurements For Success |   |
| Celebration & Thank Yous To Team, Staff, Vendors, Guests, Etc. |   |

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| Additional Comments |
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