**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=9053&utm_source=template-word&utm_medium=content&utm_campaign=Event+Planner-word-9053&lpa=Event+Planner+word+9053)Event Planner Template**

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |

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

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| --- | --- | --- |
| Risk Management | | |
| Identified Risks | | Risk Mitigation |
|  | |  |
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|  | |  |
|  | |  |
| 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 of Measurements For Success |  |
| Celebration & Thank Yous To Team, Staff, Vendors, Guests, Etc. |  |

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| Additional Comments |
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