**Event Planning Template**

**EVENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **STATUS** | **BUDGET** | **ACTUAL COST** | **LEAD** | **DUE DATE** |
| **PLANNING** | | | | | |
| Determine the event |  |  |  |  |  |
| Design the event scenario |  |  |  |  |  |
| Book the venue |  |  |  |  |  |
| **COMMUNICATIONS & PROMOTION** | | | | | |
| Develop banners and posters |  |  |  |  |  |
| Create programs and other hand outs |  |  |  |  |  |
| Produce PSAs and other advertising |  |  |  |  |  |
| Develop your media release |  |  |  |  |  |
| Prepare social media content |  |  |  |  |  |
| **GUESTS** | | | | | |
| Create guest list |  |  |  |  |  |
| Design invitations (include RSVP date) |  |  |  |  |  |
| Deliver invitations (3 weeks prior) |  |  |  |  |  |
| Design reminder note |  |  |  |  |  |
| Deliver reminder note (week of event) |  |  |  |  |  |
| Design thank you cards/emails |  |  |  |  |  |
| Deliver thank you cards/emails |  |  |  |  |  |
| **AUDIO VISUAL REQUIREMENTS** | | | | | |
| Obtain necessary equipment |  |  |  |  |  |
| Book guest speakers |  |  |  |  |  |
| Set up monitor/screen/microphone |  |  |  |  |  |
| Test slideshow/video/audio before event |  |  |  |  |  |