

# EVENT PLANNER

<b>Date:</b> /    /	<b>Time:</b> -	<b>Day of Week:</b> Sun - M - T - W - R - F - Sat	
<b>Group Calendar Updated?</b>	yes	no	N/A

<b>Event Title:</b>	
<b>Event Tagline:</b>	
<b>Event Description:</b>	
<b>Suggested Attire:</b>	<b>Theme:</b>

## *Location, Transportation & Risk Management*

<b>Venue:</b>	<b>Reserved?</b>	yes	no	N/A		
<b>Will Alcohol Be Present?</b>	yes	no	<b>Registered In Advance if Needed?:</b>	yes	no	N/A
<b>Special Transportation Required?</b>	yes	no	<b>Details:</b>			

## *Finances*

Items Required for Event Success: (i.e. food, eating ware, equipment, transportation, etc.):	Estimated Cost (\$, free, donated)	Actual Cost (\$, free, donated)
<b>TOTAL</b>		
<b>Direct Cost Per Person: \$</b>	<b>Indirect Costs Per Person: \$</b>	

## *Attendance*

<b>Estimated Attendance:</b>	<b>Min. Attendance:</b>	<b>Max. Attendance:</b>		
<b>Actual Attendance Count:</b>	<b>Actual Total Count:</b>			
<b>Guest(s):</b>	<b>Invitations?</b>	yes	no	N/A
<b>Guest Arrival Time:</b>	<b>Thank You Item Procured?</b>	yes	no	N/A

## *Programming Committee Members*

<b>Director/Point-Person:</b>	<b>Event MC:</b>
<b>Facilitators, planners, etc.</b>	
<b>Photographer:</b>	<b>News Writer:</b>

