

# EVENT PLANNER TEMPLATE

## EVENT OVERVIEW

EVENT TITLE			
EVENT DATE		EVENT TIME	
EVENT LOCATION			
EVENT DESCRIPTION			

## EVENT COORDINATOR INFORMATION

COORDINATOR NAME			
COORDINATOR ORG			
TELEPHONE		MAILING ADDRESS	
DAY OF PHONE			
FAX			
EMAIL		WEBSITE	
ADD'L CONTACT NAME		ADD'L CONTACT EMAIL	
CONTACT PHONE 1		CONTACT PHONE 2	

## EVENT SCOPE

TARGET AUDIENCE	
MESSAGING	
OBJECTIVES	

## 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	