Event Planning Guide

Purpose: What do hope to accomplish with this event?
Audience: Who are you targeting with this event?
What would inspire/motivate your target audience to attend this event?
That would inteprior metivate your target additioned to attend time event.
Barriers/Obstacles: What obstacles do you anticipate for this event?
(other events, space availability, weather)
Pudant:
Budget:
Personnel: Who else needs to be a part of this planning?

Event Planning Checklist

Event '	Title			
			1	
Date			Time	
			Set-up Time	Clean-up Time
Facility	y/Location			
	Building		Room(s)	
Set-up	– Furniture Arrang	ement		
	Chairs	Tables	Podium	Veritas Seal
	Room Arrangeme	nt:		
Set-up	– Audiovisual Equ	ipment		
	Microphone	Speakers	Projection Screen	Projector
	Computer	Talastalas	VOD	Flip Charta
	Computer	Television	VCR	Flip Charts
	Telephone/Speak		VCR	Filp Charts
	-	er Phone	VCR	Filp Charts
	Telephone/Speak	er Phone	VCR	Filp Charts
	Telephone/Speak	er Phone	VCR	FIIP Charts
Caterii	Telephone/Speak Special Equipmer	er Phone	VCR	FIIP Charts
Caterii	Telephone/Speak Special Equipmer	er Phone	VCR	FIIP Charts
Caterii	Telephone/Speak Special Equipmen	er Phone	Cocktails	Buffet
Caterii	Telephone/Speak Special Equipmen	er Phone at Instructions:		
Caterii	Telephone/Speak Special Equipmen ng Event Type: Snacks	er Phone of Instructions: Dessert		
Caterii	Telephone/Speak Special Equipmen ng Event Type: Snacks Served Meal	er Phone of Instructions: Dessert		
Caterii	Telephone/Speak Special Equipmen ng Event Type: Snacks Served Meal Other Considerati	er Phone It Instructions: Dessert	Cocktails	Buffet
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	Telephone/Speak Special Equipmen To a second secon	er Phone It Instructions: Dessert	Cocktails	Buffet
	Telephone/Speak Special Equipmen To a series of the consideration of th	er Phone It Instructions: Dessert ons: Floral/Decorations	Cocktails	Buffet
	Telephone/Speak Special Equipmen To a series of the serie	er Phone It Instructions: Dessert Ons: Floral/Decorations Invitation	Cocktails	Buffet