

# Event Planning Tool

\*Student Organizations may use this as a guideline for when planning events



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

Event Goal(s):

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**Event Objectives**

**Notes**

<b>Event Date</b>	
<b>Event Time</b>	
<b>Desired Location</b>	
<b>Budget Review</b>	
<p><b>Forms</b></p> <p><i>* This is a listing of the most common used forms for Student Club &amp; Organization activities.</i></p>	<p>_____ Event Registration _____ Visa Charge Request _____ Purchase Requisition</p> <p>_____ Travel Form _____ Assumption of Risk Form</p> <p>_____ Vehicle Request _____ Raffle Registration Form _____ Mail Remittance Slip</p>
<b>Expected Attendance</b>	
<b>Resources</b>	
<b>Equipment/ Materials</b>	
<b>Food</b>	
<b>Entertainment</b>	
<b>Advertising</b>	
<b>Member Responsibilities / Assignments</b>	