

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

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