

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	

TASK CHECKLIST + DELEGATION		
DATE COMPLETED	TASK	PARTY RESPONSIBLE
	TEAM IDENTIFIED	
	FUNDING SOURCED	
	SPONSORSHIP OBTAINED	
	LOCATION SECURED	
	PERMISSION REQUESTED	
	PERMITS ISSUED / REQUESTED	
	PARKING / TRANSPORTATION LOGISTICS	
	EVENT ENTERTAINMENT / SPEAKERS CONFIRMED	
	TALENT REHEARSALS SCHEDULED	
	INVITE LIST COMPILED	
	RSVP PROCESS DEFINED	
	INVITATIONS COMPOSED / PRINTED	
	INVITATIONS SENT	
	PRINT ADVERTISING	
	RADIO / TELEVISION ADVERTISING	
	MEDIA ADVERTISING	
	EVENT SIGNS / SIGNAGE	
	PROGRAMS / CATALOGUES	
	PROMOTIONAL GIFTS	
	PRIZES / GIVE-AWAYS	
	DECORATIONS / FLORAL	
	SEATING	
	TABLES / LINENS	
	GLASSES / DISHES / FLATWARE / NAPKINS	
	FOOD / MENU / DIETARY CONCERNS ADDRESSED	
	BEVERAGES	
	ADDITIONAL STAFF	
	SECURITY / FIRST AID	
	ADA ACCESS	
	HOUSEKEEPING	
	EVENT FLOOR PLAN / SET-UP	
	GUEST GREETERS / USHERS	
	REGISTRATION AREA AND PROCESS	
	GUEST AND PARTICIPANT FEEDBACK / REVIEW SYSTEM DEVELOPED	

SPECIFICATIONS			
EQUIPMENT REQUIRED	COMMENTS: AVAILABLE IN-HOUSE, SPEAKER WILL PROVIDE, ETC.		
LIGHTING			
SOUND			
MICROPHONES			
STAGE			
PODIUM			
BACKGROUND MUSIC			
DESCRIBE STAGING SET-UP AND REQUIREMENTS			
A/V POINT OF CONTACT		A/V PHONE	
A/V EMAIL		ADDITIONAL STAFF	
DESCRIBE ANY ADDITIONAL SET-UP REQUIREMENTS			

POST-EVENT EVALUATION	
OBJECTIVES MET?	
BUDGETARY CONSTRAINTS MET?	
UNINTENDED POSITIVE OUTCOMES?	
UNINTENDED NEGATIVE OUTCOMES?	
FEEDBACK ANALYSIS	
STAFF AND VENDOR EVALUATION	
REVIEW OF MEASUREMENTS FOR SUCCESS	
CELEBRATION & THANK YOUS TO TEAM , STAFF, VENDORS, GUESTS, ETC.	

ADDITIONAL COMMENTS

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