

Event Plan

Date/Time/Location

Event name:

Event date:

Event location:

Event actual start time:

Event end time (approximate):

Time event planners will arrive in the room for set-up/final preparations:

Estimated attendance:

Event summary/schedule (describe event such as speaker, seated meal or concert and the timing of activities):

Set-up Needs

Chairs: how many, what configuration

Tables: how many, round or rectangle, what configuration, location

Stage: final dimensions needed (sections are 4'x8'), location

Extra custodial clean-up, waste receptacle, electrical support, etc.:

Other set-up needs:

Event Technical Services

Microphones: how many, what style (wired, hand held), mic stands

Podium:

Screen/LCD projector:

Other lighting or sound needs:

Playing music/sound for a video:

Dining Services

Food needed: served meal, buffet, appetizers, beverage station, etc.

Special requests:

Tablecloths/table skirts needed:

Volunteers/Hosts

Who needs to help, when, where, doing what?

Set-up crew:

Greeters:

Emcees:

Clean-up crew:

Main event planner contact for day of event:

Name

Email

Cell phone