

Event Planning: Getting Started

Use this worksheet to help outline the scope of your event.

Name of Event: _____

Date of Event: Preferred _____ 2nd choice _____

Location of Event: Preferred _____ 2nd choice _____

Rain site _____

Reserved _____ yes _____ no

Time: Set-up _____ Start _____ End _____ Tear down _____

Type of Event: Simple Event _____ Multi- Component Event _____ Complex Event _____

What are the goals of this event?

Who are the targeted participants?

What is the number of the projected participants?

What ideas have been developed to meet these goals?

Available Resources (money, knowledge, time, people):

- Budget: what amount of money is available? What amount of money is needed?
- Number of weeks until target date?
- What skills & knowledge are needed?
- Who is committed to supporting this event?
- What equipment, supplies, etc. are needed to host this event?

Who are potential partners or collaborators?

What regulations and procedures will influence our plan?

What relationships are critical for the success of this event?

Who might be in opposition to this event?

What plan do you have in place for “caring” for relationships in relation to this event?

Is there any component of this event that requires risk or liability assessment?

Action Plan: X by Y by Who (What, When, Who)

Timeline: Over all time line (start to finish)

Committee Structure: How many project committees are necessary for success of event?

Committee Action Plan: Responsibilities & Timeline:

- What needs to be done?
- When does it need to be done?
- Who is going to do it?

Revised 6/12 SEAC