

LOGO (letterhead)

NAME OF EVENT

Event Plan

GENERAL INFORMATION

What:

Date:

Time:

Location:

Purpose:

Goals:

Theme(s):

ATTENDEES

Approximately ___ guests, including:

ELEMENT OF SURPRISE (feature of event that will surprise and delight guests)

LOGISTICS

General/Physical

	<u>VENDOR</u>	<u>SPECIAL INSTRUCTIONS</u>	<u>COST</u>	<u>RESPONSIBILITY</u>
Parking				
Tent				
Tables				
Benches				
Signage				
Restrooms				
Trash				
Area Set-Up				

Catering

	<u>VENDOR</u>	<u>SPECIAL INSTRUCTIONS</u>	<u>COST</u>	<u>RESPONSIBILITY</u>
Food	Catered by: Menu includes: Inclusive cost per head:			
Beverages				
Snacks				
Other				

Printed Pieces

	<u>VENDOR</u>	<u>SPECIAL INSTRUCTIONS</u>	<u>COST</u>	<u>RESPONSIBILITY</u>
Invitations				
Tickets				
Programs				

Decorations / Giveaway Items

	<u>VENDOR</u>	<u>SPECIAL INSTRUCTIONS</u>	<u>COST</u>	<u>RESPONSIBILITY</u>
Decorations (consider color scheme and theme above)				
Prizes for games or door prizes				
Favors				

Entertainment / Activities

	<u>VENDOR</u>	<u>SPECIAL INSTRUCTIONS</u>	<u>COST</u>	<u>RESPONSIBILITY</u>
DJ or band				
Emcee				
Other activities or entertainment				

AGENDA (Add dates/times once vendors are secured and plans are confirmed)

<u>DATE / TIME</u>	<u>ACTIVITY</u>	<u>RESPONSIBILITY</u>
	Set up	
	Guests arrive	
	Entertainment	
	Welcome and introduction of dignitaries	
	Invocation	
	Meal	
	Activity / entertainment	
	Event ends	
	Clean up	

EQUIPMENT/SUPPLIES TO BRING

<u>ITEM</u>	<u>RESPONSIBILITY</u>
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KEY CONTACTS (names, phone numbers and email addresses of event committee members)**FOLLOW-UP**

Thank you notes and/or call-to-action to:

- All vendors
- Employees and volunteers
- Donors and attendees