



Event Planning Worksheet

Use this form to assist you in planning your event.

Name of Event _____

Location _____ Date/Time _____

Objective _____

Venue

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Space rental							
Security deposit							
Insurance							
Parking/transportation							
Other							

Marketing and Registration

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Invitation design							
Invitation distribution							
Website							

Marketing and Registration (continued)

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Advertisements							
RSVPs							
Other							

Catering

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Meals							
Beverages							
Servers needed							
Table skirting							
Chair covers							
Other							

Audio/Visual

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Microphones							
Screens							
Projectors							

Audio/Visual (continued)

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Internet access							
Other							

Rental Items

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Tents							
Stage							
Tables							
Podium							
Other							

Décor

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Lighting							
Signage							
Flowers							
Table skirting							
Other							

Entertainment

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Musicians							
Speakers							
Other							

Planning and Organizing

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Office space							
Office supplies							
Communication costs							
Travel expenses							
Other							

Administrative Costs

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Accounting							
Legal							
Staffing							
Other							

