

STUDENT ORGANISATION EVENT PLANNING WORKSHEET

Event name :

Event description :

Advertising :

Event date :

Event location :

Event start time :

Event end time :

Expect attendance :

Audience :

Admission fee :

Tickets sold :

Guest list ? - yes - no

Services required

Event staff :

Facilities needs :

Catering needs :

Other needs :

Budget :

Security :

Decoration :

Setup plan :

Parking :

Cloak room facilities :