### Event Planning Guide

**Pre-Event**

**Venue:**

**Date/Time:** __________________________________________ Confirmed by __________________________

**Coordinator/Team Leader:**

**Volunteers Needed:**

- Prep/Shopping
- Setup
- Greeters
- Floaters
- Main event(s)
- Tear-down/Cleanup

**Budget:** Total __________________________

**Volunteer Perks:** __________________________

**Materials:** __________________________

**Space/Tool/Equipment Rental:** __________________________

**Food:** __________________________

**Staff/Personnel:** __________________________

### Event Details

**Theme/Goals:** __________________________

**Room/Event Setup:** __________________________

**Activities:**

- Pre-session activities/Welcome:
- Main event(s):
- Closing:
- Follow-up/Take-home packets:

**Cleanup/Tear-down**

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