

**Figure 5.4** 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

