

School of Social Work Event Planning Worksheet

EVENT: _____

EVENT DATE: _____ TIME: _____

CATEGORY/THEME: _____

CONTACT PERSON: _____ PHONE: _____

BUDGET: _____

INVITATIONS:

Save the Date/Invitation transmittal (check all that apply)

Email _____ Printed Save the Date/Invitation _____ Dates to Printer _____

Letter _____ Map _____

RSVP's _____ Date for RSVP _____ Reminder email _____

Invitation list (attach a list of names and addresses)

Alumni _____

Faculty _____

Staff _____

Presenters _____

Others: _____

Date Invitations to be Mailed _____

RSVP returned to _____

Total Invitations to be Ordered/Mailed _____

Event Location:

Venue: _____

Room Confirmation _____

Room Setup _____

Tables _____

Chairs _____

AV-Sound

PA System _____

Recording _____

Music _____

A/V Equipment _____

Lighting _____

Rentals:

Vendor _____ Room Set up _____

Guest Tables _____

Registration _____

Chairs _____

Stage _____

Risers _____

Tent _____ Size _____ Location _____

Program:

Speaker _____

Title of Speaker _____

Title of Speech _____

Letter/Email of Invitation Mailed _____ Date: _____

Photograph speaker _____

Printed Programs _____ Date to printer _____

Gift/Memento _____ Cost: _____

Name Tags _____

Facilities:

Location _____ Requisition Date: _____

Contacted for building/rooms to be open _____ Date: _____

Photographer:

_____ Date contacted: _____

Flowers/Decorations:

Centerpieces _____

Plants _____

Balloons _____

Other: _____

Catering:

Vendor _____ (attach a list of catering order or menu)

Contract: yes/no

Breakfast (buffet or served) _____

Luncheon (buffet or served) _____

Dinner (buffet or served) _____

Hors d'oeuvres _____

Liquor (cash bar or open) _____

Projected Headcount _____

Event Staff:

Office staff _____

Student Volunteers _____

Others _____

Entertainment:

Mementos/Gift Baskets

Who to Receive _____

Item _____ Cost: _____

Publicity:

News Release _____

Website _____

Posters _____

Publications _____

Signage for building _____

Parking:

Event Signage _____

Other _____

Security _____

Disabilities Needs: _____

Miscellaneous supplies needed for event:

Evaluation of event:

