

# Club Event Planning Form

<b>Name of event/program:</b>	<b>Today's date:</b>
<b>Proposed event date:</b>	<b>Proposed event time:</b>
<b>Event location:</b>	<b>Projected attendance:</b>
<b>Primary organizer:</b>	<b>Secondary organizer:</b>
<b>Phone:</b>	
<b>e-mail:</b>	

	Target date	Actual date
<b>45 days prior to event:</b> (emphasis on facilities, contracts, promotion plan, budget)		
<b>30 days prior to event:</b> (emphasis on decoration, invitations, special equipment, publicity and promotional material prep)		
<b>20 days prior to event:</b> (emphasis on publicity and promotional materials distribution, safety, food arrangement and other needs)		

	<b>10 days prior to event:</b> (emphasis on set-up and clean-up logistics, especially work schedules for volunteers and other helpers; review budget)		
	<b>2 days prior to event:</b> (final review of Event Planning Form; resolve any issues)		
	<b>Day of event:</b> (keep advisor informed, any problems, etc.)		
	<b>Within 5 days after event:</b> (complete evaluation, finalize budget, submit to advisor)		

Rough plan:

Projected budget:

Item	Budgeted amount	Actual cost
<b>Total budget:</b>		

Event contact information:

Name	Contact info.	Service provided	Notes

Adviser:

Today's date	Approved	Approved with conditions/revisions	Not approved

**Comments/notes:**

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**Evaluation:**

**What went well?**

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**What could be improved?**

**Did you used all of the supplies/materials purchased?**

**Any additional comments?**