Event Name**

Date & Time**	
Location**	
Host Department(s)/ Club(s)/Organization(s)**	
Event Coordinator/Team	

Target Audience Select all that apply	☐ Undergraduate Students	☐ Graduate Students	☐ Faculty/ Staff
	☐ Alumni	☐ Prospective Students	☐ General Public

Estimated # of Attendants	

Event Description
○

Goals & Learning Outcomes

LO #1	
LO #2	
LO #3	

BUDGET

Available Budget
(list all funding sources for this event)

Source (club/department/grant name)	Account Number (xxxxxx-xxxx-xxxx)	Amount ($$$)

	TOTAL	

Budgeted Expenses
(list all expected expenses for this event)

Expense	Estimated Cost	Location	Actual Cost
		TOTAL	

TIMELINE

ASAP

Status	To-Do Item	Point Person

6 Weeks out: ADD DATES HERE

Status	To-Do Item	Point Person

5 Weeks out: ADD DATES HERE

Status	To-Do Item	Point Person

4 Weeks out: ADD DATES HERE

Status	To-Do Item	Point Person

3 Weeks out: ADD DATES HERE

Status	To-Do Item	Point Person

2 Weeks out: <mark>ADD DATES HERE</mark>

Status	To-Do Item	Point Person

1 Weeks out: <mark>ADD DATES HERE</mark>

Status	To-Do Item	Point Person

Weeks of Event: <mark>ADD DATES HERE</mark>

Status	To-Do Item	Point Person

Post Event

Status	To-Do Item	Point Person
	Post Event Reflection (within two weeks)	

EVENT DETAILS

RESERVATIONS

	NOTES
ROOM	
CATERING	
TECH	

DAY - OF AGENDA & SUPPLIES

SUPPLIES CHECKLIST
☐

EVENT LAYOUT

AGENDA

POST- EVENT REFLECTION

1. **How many people attended?**

2. **How did guests/attendees benefit from attending this event?**

3. **What worked well in the creation, planning and implementation of this event? (coordination of logistics)**

4. **What worked well in meeting the program goals? (program design/activities)**

5. **What can/should be improved if this program were to be implemented again?**

In an effort to help with future planning it is suggested that a completed copy of this form be kept as part of your organization's/department's records