

Event Planning Guide

You may refer to this Event Planning Guide. However there may be some missing items which you should already be aware of from your work in these first three units:

Basic Information	
Event Name:	
Event Date/Time/Weather	
Are weather preparations/contingency plans necessary?	
Site Inspection/ Event Location:	
Speakers or Special Guests:	
Expected Attendance: (Children/Adults?)	
What other events are scheduled, if in a public area, at this time?	

Physical Needs	
Will you need tables, chairs, podium, etc.?	
If so, what do you need?	
How many do you need?	
How would you like to have them arranged?	
Will you be serving food or beverages? Are there age appropriate meal preferences?	
Do you plan on serving alcohol?	
Do you expect any guests with special dietary needs?	
Will you use an outside vendor caterer?	
Will you need any audio/visual equipment?	
If so, what equipment will you need?	
Will you need someone to help you run the equipment?	

Preparing the Function Area

How complicated is your set-up? Will you need to reserve extra time to accommodate for it?

Is your event in a public area?

If so, will you need to hire guards?

Guests

How will your guests learn of the event?

What parking accommodations will your guests need?

Will you need to arrange travel to/from the event?

Will you need to print up nametags for your guests?

Are you expecting guests with disabilities?

If so, what special accommodations need to be arranged?

Do you need to arrange age appropriate activities/areas for the guests?

Publicity	
Is your event going to be private?	
If so, will you need to print invitations?	
Will you need to hire a photographer?	
BUDGET: (You will use your recommendations on how the budget was allocated for your next unit's Discussion)	
Comments:	
Potential Issues:	