

Event Planner Template

Event Overview

Event Title:

Event Date:

Event Time:

Event Location:

Event Description:

Event Coordinator Information

Event Coordinator Information

Coordinator Name:

Coordinator Org:

Telephone:

Mailing Address:

Add'l Contact Name:

Add'l Contact Email:

Contact Phone 1:

Contact Phone 2:

“Day Of” Phone:

Fax:

Email:

Website:

Event Scope

Target Audience

Messaging

Objectives

Risk Management

Identified Risk

Risk Mitigation

Milestones, Benchmarks and Measures of Success

Task Checklist + Assignment

Task

Party Responsible

Team Identified

Funding Sourced

Sponsorship Obtained

Location Secured

Permission Requested

Permits Issued / Requested

Parking / Transportation Logistics

Event Entertainment / Speakers Confirmed

Talent Rehearsals Schedule

Invite List Compiled

RSVP Process Defined

Invitations Composed / Printed

Invitations Sent

Print Advertising

Radio / Television Advertising

Media Advertising

Event Signs / Signage

Programs / Catalogues

Promotional Gifts

Prizes / Giveaways

Specifications

Equipment Requirement

Comments:

Lighting

Sound

Microphones

Stage

Podium

Describe Staging Set-up and Requirements

A/V Point of Contact:

A/V Phone:

A/V Email:

Additional Staff:

Describe Any Additional
Set-up Requirements:

Post Event Evaluation

Objectives Met?

Budgetary Constraints Met?

Unintended Positive Outcomes?

Unintended Negative Outcomes?

Feedback Analysis

Staff and Vendor Evaluation

Review of Measurements for Success

Additional Comments:

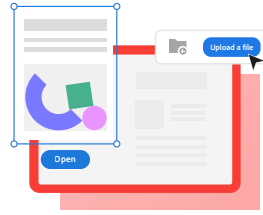
Questions? Reach out at:

Share your PDF.

You can quickly share a link to a PDF document with others for viewing or commenting.

Upload

your PDF to
<https://acrobat.adobe.com/link/documents/files/>

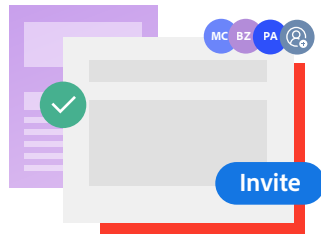
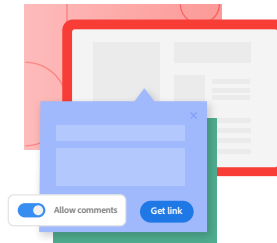


Click to share

with others on the icon in the top toolbar.

Add the email address

of each recipient and activate "Allow comments".
You may add an optional deadline with date and time.



Click Invite

to send a link to the shared PDF online.

You'll receive

a notification when comments are added.
Or you may look for the file under "Shared by you"
at <https://acrobat.adobe.com/link/documents/files/>



PDF Powerhouse.

See more

T T T T

T T T T



© 2024 Adobe. All rights reserved.

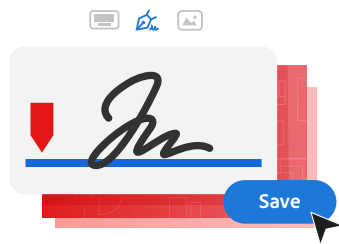
Adobe and the Adobe logo are either registered trademarks or trademarks of Adobe in the United States and/or other countries.

Sign your PDF

Convert any document into a PDF, merge multiple PDFs into one, and compress large files. All within your browser, saving paper and reducing your carbon footprint.

Sign in

with your Adobe account and select the type of signature.

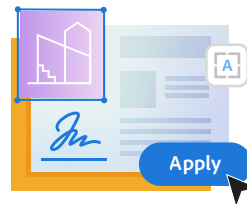


Sign your document

with the keyboard, draw with the mouse or upload an image of your signature. Click save when you have signed.

Place the signature

where you want in the document.



That's it.

you can download the signed document or request a link to have others sign the file.



PDF Powerhouse.

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

[See more](#)

