

# External Event Planning Sheet



Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Organization: \_\_\_\_\_

Insurance Verification Required: \_\_\_\_\_

Special Permits Required: \_\_\_\_\_

Specific Paperwork Required: \_\_\_\_\_

Due Date for Paperwork: \_\_\_\_\_

Topics to be Covered:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Volunteers Needed: \_\_\_\_\_

Names of Volunteers:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Items Needed:

Table: \_\_\_\_\_

Chairs: \_\_\_\_\_

Lead Boxes: \_\_\_\_\_

VIP Sheets: \_\_\_\_\_

VIP Passes: \_\_\_\_\_

Pens: \_\_\_\_\_

Prizes: \_\_\_\_\_

Costume: \_\_\_\_\_

Game Rental: \_\_\_\_\_

Clip Boards: \_\_\_\_\_

Tent: \_\_\_\_\_

Boards: \_\_\_\_\_

Additional Items Needed:

\_\_\_\_\_  
 \_\_\_\_\_

## Transportation of Supplies to Event

Who: \_\_\_\_\_

What: \_\_\_\_\_

Who: \_\_\_\_\_

What: \_\_\_\_\_

Who: \_\_\_\_\_

What: \_\_\_\_\_

Who: \_\_\_\_\_

What: \_\_\_\_\_

## Notes, Suggestions, or Comments

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Names of Set Up / Clean Up Committees

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **See Event Formula for a Complete List**

Registration webpage created?    Y    N

Hanging flier created/printed?    Y    N

Handouts created/printed?    Y    N

Sign-up sheet at the studio?    Y    N

Facebook event created?    Y    N

On announcement sheet?    Y    N

Event video created/posted?    Y    N

Event posted on FB pages?    Y    N

Email campaign sent out?    Y    N

Text messages sent out?    Y    N

Posted to Instagram?    Y    N