



Event Planning Form

Name of Event	Location	Date
Lead Person for Event:	Phone:	E-Mail:

Objectives

Top Three

Financial

Gross Revenue	Net Profit	R.C.

Participation

Who?	Estimated Attendance

Message

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Volunteers

# Needed:	Deadline:	
Volunteer Prospect Name	Role	Enlisted By

Follow-up Plan

How will attendance be recorded?

What is the call to action?

How will responses be captured?

What is the follow up action?

Activity	Responsible Party	Deadline

Comments

Person responsible for locking up building after event:

