

What is the name of the Event?

What is the concept, reason and/or purpose?

Goal of the Event

Location

Contact for the Location

Date

Time Frame

Chairman

Committee members

Cost(s), To attend

Payment methods, Payable to _____

Check _____ PayPal _____

Cash _____ Credit card _____

of volunteers needed _____

Volunteers assisting _____

Materials needed

Advertising plan

Sponsors

Budget Total _____

Facility _____

Materials _____

Advertising _____

Printed materials _____

Mailings _____

Hospitality _____

Personnel _____

Insurance _____

Misc _____

Day of operations manager _____

Contact info _____

Who is bringing materials _____

Set up Time _____ Clean up Time _____

Pack

- _____ Banners
- _____ Informative materials
- _____ Programs
- _____ Volunteer opportunities
- _____ Program needs
- _____ Business cards
- _____ Paper
- _____ Pens
- _____ Table cloths
- _____ Pictures display board
- _____ food
- _____ drinks
- _____ ice chests
- _____ technology
- _____ table
- _____ chairs
- _____ signage

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
