
EVENT PLAN OUTLINE FORM

BASIC EVENT DETAILS

Name	
Club Position	
Event	
Start Date/Time	
End Date/Time	
Campus/Location	

EVENT OVERVIEW

Explain the Event in Specific Detail <i>(Please include as much detail as possible)</i>	
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AGENDA

Please provide timeline for full event.	_____ am/pm: _____ am/pm: _____ am/pm: _____ am/pm: _____ am/pm:
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EVENT SUPPLIES AND EQUIPMENT

Please note any and all of the supplies/equipment required, and its source:

Item	QTY	Source	Notes

STAFFING

The following staff will be involved in the following roles:

Name: Shift time: Role:	Name: Shift time: Role:	Name: Shift time: Role:
Name: Shift time: Role:	Name: Shift time: Role:	Name: Shift time: Role:
Name: Shift time: Role:	Name: Shift time: Role:	Name: Shift time: Role:

MARKETING

The following provides details on how the event is being promoted and timelines for each.

Type	Time line	Description
Posters		
Handouts		
Social Media		
Word of Mouth		

QUESTIONS

Please direct any and all questions, comments and concerns to: