

## Event Planning Worksheet

This worksheet must be completed if you are request \$100 or more from the Student Body Committee.  
Many of the items below may not apply to your event. If that is the case, note "N/A."

**EVENT:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**SPONSORING ORG (SBC, QMass, etc.):** \_\_\_\_\_

**POINT PERSON/PLANNING GROUP:** \_\_\_\_\_

**BUDGET:** \_\_\_\_\_ (Be sure to attach budget approval document to this worksheet)

### Invites/Audience: (check all that apply and date when sent)

Email \_\_\_\_\_

Formal Invitation \_\_\_\_\_

Reminder email \_\_\_\_\_

RSVP Form \_\_\_\_\_

### Invitation list (check all that apply)

SOM Students

GSN Students

GSBS Students

Alumni

Faculty

Staff

**Expected number of attendees** \_\_\_\_\_

### Event Location:

Venue: \_\_\_\_\_

Room Confirmation \_\_\_\_\_ Notes: \_\_\_\_\_

Room Setup Specifics \_\_\_\_\_

Audio/Visual Support

Confirmation of AV Assistance/Contact \_\_\_\_\_ Notes: \_\_\_\_\_

### Facilities/EBS:

Confirmation of EBS Setup/Cleanup

Contact: \_\_\_\_\_

Provided specifics of room setup

Notes: \_\_\_\_\_

Overtime needed? (events after 2:30pm)

Notes: \_\_\_\_\_

**Photographer:**

Contact: \_\_\_\_\_

Date contacted/confirmed: \_\_\_\_\_

**Catering:**

Vendor \_\_\_\_\_

(attach a list of catering order or menu)

Contract: \_\_\_\_\_

Breakfast (buffet or served) \_\_\_\_\_

Luncheon (buffet or served) \_\_\_\_\_

Dinner (buffet or served) \_\_\_\_\_

Hors d'oeuvres \_\_\_\_\_

Liquor\* (cash bar or open) \_\_\_\_\_

*\*Must complete and attach alcohol form*

Headcount for food \_\_\_\_\_

**Event Staff:**

Office staff \_\_\_\_\_

Students \_\_\_\_\_

**Publicity:**

Signage for building

Student bulletin to advertise

Student Life Website

*\*If interested in highlighting this event on the web, contact Justine Ashley in Student Affairs*

**Disabilities Needs:** \_\_\_\_\_

**Supplies needed for event:**

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

**Evaluation of Event:**

**Attendance Count** \_\_\_\_\_ *\*attach sign in sheet/list of attendees*

**Attendee evaluation sent** Notes: \_\_\_\_\_

**Organizer debrief** Notes: \_\_\_\_\_

*If you have any questions about event planning, please contact the Student Body Committee or the Office of Student Affairs.*