

Event Planning Worksheet

Event to be Name:

Event Objective:

Event Leader:

Event Work Flow—Defining the Tasks to be Done

Event timeline with dates, task sequence, and milestones:

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Assigning of tasks to particular local section members (and student affiliates, other technical society members, etc., if applicable):

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Event budget with estimated total cost and/or line items (out of pocket):

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What funding sources and in-kind support is available?

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Who is likely to participate in this Event? How will we announce it to them, solicit their participation?

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Risks of Event and plans to mitigate identified risks:

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How will the Event be evaluated?

After completion of the Event, 1) document what went well and 2) what you would do differently next time.

1.)

2.)