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:

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

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

What funding sources and in-kind support is available?

Who is likely to participate in this Event? How will we announce it to them, solicit their participation?
Risks of Event and plans to mitigate identified risks:

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.)