

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 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:	EVENT:	
POINT PERSON/PLANNING GROUP: BUDGET: (Be sure to attach budget approval document to this worksheet) nvites/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 GSN Students GSBS Students Alumni Faculty Staff Expected number of attendees	EVENT DATE:	TIME:
BUDGET:	SPONSORING ORG (SBC, QMass, etc	S.):
nvites/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 GSN Students GSBS Students Alumni Faculty Staff Expected number of attendees Event Location: Venue: Room Confirmation Notes: Room Confirmation of AV Assistance/Contact Notes: Audio/Visual Support Confirmation of EBS Setup/Cleanup Contact: Provided specifics of room setup Notes:	POINT PERSON/PLANNING GROUP:	
Email 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 Provided specifics of room setup Notes:	BUDGET: (Be sure	e to attach budget approval document to this worksheet)
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: Notes: Room Confirmation Notes: Audio/Visual Support Confirmation of AV Assistance/Contact Notes: Facilities/EBS: Confirmation of EBS Setup/Cleanup Provided specifics of room setup	Invites/Audience: (check all that apply a	and date when sent)
Invitation list (check all that apply) SOM Students GSN Students GSBS Students Alumni Faculty Staff Expected number of attendees	Email	Formal Invitation
SOM Students GSN Students GSBS Students Alumni Faculty Staff Expected number of attendees Venue: Venue: Room Confirmation Notes: Notes: Confirmation of AV Assistance/Contact Notes: Facilities/EBS: Confirmation of EBS Setup/Cleanup Provided specifics of room setup Notes: Contact: Co	Reminder email	RSVP Form
SOM Students GSN Students GSBS Students Alumni Faculty Staff Expected number of attendees Venue: Venue: Room Confirmation Notes: Notes: Confirmation of AV Assistance/Contact Notes: Facilities/EBS: Confirmation of EBS Setup/Cleanup Provided specifics of room setup Notes: Contact: Co		
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Faculty Staff Expected number of attendees Event Location: Venue: Notes: Room Confirmation Notes: Room Setup Specifics Audio/Visual Support Confirmation of AV Assistance/Contact Notes: Facilities/EBS: Confirmation of EBS Setup/Cleanup Provided specifics of room setup Notes:	GSBS Students	
Staff Expected number of attendees Event Location: Venue: Notes: Room Confirmation Notes: Room Setup Specifics Audio/Visual Support Confirmation of AV Assistance/Contact Notes: Facilities/EBS: Confirmation of EBS Setup/Cleanup Provided specifics of room setup Notes:	Alumni	
Expected number of attendees Event Location: Venue: Venue: Notes: Room Confirmation Notes: Room Setup Specifics Audio/Visual Support Confirmation of AV Assistance/Contact Notes: Facilities/EBS: Confirmation of EBS Setup/Cleanup Provided specifics of room setup Notes: Notes:	Faculty	
Event Location: Venue:	Staff	
Venue:	Expected number of attendees	
Room Confirmation Notes:	Event Location:	
Room Setup Specifics	Venue:	
Audio/Visual Support Notes: Confirmation of AV Assistance/Contact Notes: Facilities/EBS: Confirmation of EBS Setup/Cleanup Provided specifics of room setup Notes:	Room Confirmation	Notes:
Audio/Visual Support Notes: Confirmation of AV Assistance/Contact Notes: Facilities/EBS: Confirmation of EBS Setup/Cleanup Provided specifics of room setup Notes:	Room Setup Specifics	
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Provided specifics of room setup Notes:	Facilities/EBS:	
	Confirmation of EBS Setup/Cleanup	Contact:
Overtime needed? (events after 2:30pm) Notes:	Provided specifics of room setup	Notes:
	Overtime needed? (events after 2:3	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	
	vent 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.