**Event Planning Template**

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

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| --- | --- | --- | --- | --- | --- |
|  | **STATUS** | **BUDGET** | **ACTUAL COST** | **LEAD**  | **DUE DATE** |
| **PLANNING** |
| Determine the event |  |  |  |  |  |
| Design the event scenario  |  |  |  |  |  |
| Book the venue |  |  |  |  |  |
| **COMMUNICATIONS & PROMOTION** |
| Develop banners and posters |  |  |  |  |  |
| Create programs and other hand outs  |  |  |  |  |  |
| Produce PSAs and other advertising |  |  |  |  |  |
| Develop your media release |  |  |  |  |  |
| Prepare social media content |  |  |  |  |  |
| **GUESTS** |
| Create guest list |  |  |  |  |  |
| Design invitations (include RSVP date) |  |  |  |  |  |
| Deliver invitations (3 weeks prior) |  |  |  |  |  |
| Design reminder note |  |  |  |  |  |
| Deliver reminder note (week of event) |  |  |  |  |  |
| Design thank you cards/emails |  |  |  |  |  |
| Deliver thank you cards/emails |  |  |  |  |  |
| **AUDIO VISUAL REQUIREMENTS** |
| Obtain necessary equipment |  |  |  |  |  |
| Book guest speakers |  |  |  |  |  |
| Set up monitor/screen/microphone |  |  |  |  |  |
| Test slideshow/video/audio before event |  |  |  |  |  |

The [Volunteer-Run Events 101 Volunteer Vibe blog](https://blog.volunteer.ca/volunteer-run-events-101/) and event [planning checklist](https://volunteer.ca/vdemo/Blog_DOCS/Event%20Planning%20Checklist_FormFinal.pdf) are also helpful resources when planning any event.