



# Event Planning Worksheet

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Person Responsible: \_\_\_\_\_  
First & Last Name Preferred Phone

Alternate Person: \_\_\_\_\_  
First & Last Name Preferred Phone

Moderator: \_\_\_\_\_  
First & Last Name Preferred Phone

## Complete the following:

### Set Up (Tables & Chairs)

Lead: \_\_\_\_\_  
First & Last Name  
\_\_\_\_\_ Preferred Phone

Alternate: \_\_\_\_\_  
First & Last Name  
\_\_\_\_\_ Preferred Phone

### Kitchen/Food

Lead: \_\_\_\_\_  
First & Last Name  
\_\_\_\_\_ Preferred Phone

Alternate: \_\_\_\_\_  
First & Last Name  
\_\_\_\_\_ Preferred Phone

### Audio/Visual

Lead: \_\_\_\_\_  
First & Last Name  
\_\_\_\_\_ Preferred Phone

Alternate: \_\_\_\_\_  
First & Last Name  
\_\_\_\_\_ Preferred Phone

### Rooms

- Sanctuary  Fellowship Hall
- 3DKids Room  Other Classrooms

### Vehicles

- Bus
- Driver: \_\_\_\_\_  
First & Last Name

Alternate: \_\_\_\_\_  
First & Last Name  
\_\_\_\_\_ Preferred Phone

### Additional Vehicles Needed?

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



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## Additional Notes

Number of people anticipated: \_\_\_\_\_

Number of tables needed: \_\_\_\_\_

Additional information not listed: \_\_\_\_\_

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## Post Event Follow-up

What went well: \_\_\_\_\_

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What might be changed for next event: \_\_\_\_\_

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