

EVENT DETAILS

Event Name	
Event Date	
Event Time (to and from)	
Setup Time	
Teardown Time	
Event Location	
Purpose of event	
Staff Member in Charge	
Number of People Expected	
Other people or groups involved	
Police officer if necessary	
Liability Insurance if necessary	
Photographer	
Videographer	
What items will be handed out, if any?	na manana n
What equipment is needed?	
EVENT CONTACT INFORMATION	
Contact Name and Title	
Contact Phone Number	
Contact e-mail	
Permission received	
Contract and agreement signed	magalasta.
Contact information for other involved parties	
VOLUNTEEDO	
VOLUNTEERS	
How many volunteers are needed for each time slot?	
How will volunteers sign up to help with the event?	
Is there a volunteer sign up sheet?	
When will volunteers begin to sign up?	
What staff members need to be present and during what time frame?	
GRAPHICS AND PRINTING	
Logo	
Flyers	
Invite Cards	
Postcard	
Signs or Banners	
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PROMOTION	
Sunday Handout. Please include specific language.	
Mid-Week E-Mail. Please include specific language.	
Special E-Mail	
Targeted E-Mail	
Press Release	
Letter or Postcard. Date to be sent.	
Graphic for Sunday. Date to be first displayed.	
Stage Announcement	
Other promotion methods	

FINANCIAL PICTURE

Item to Purchase	Vendor or Supplier	Cost
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		X

Total Budget for Event	
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