EVENT PLANNER TEMPLATE

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| **E V E N T O V E R V I E W** |
| **EVENT TITLE** |  |
| **EVENT DATE** |  | **EVENT TIME** |  |
| **EVENT LOCATION** |  |
| **EVENT DESCRIPTION** |  |

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| **E V E N T C O O R D I N A T O R S I N F O R M A T I O N** |
| **COORDINATOR NAME** |  |
| **TELEPHONE** |  | **MAILING ADDRESS** |  |
| **PHONE NUMBER** |  |  |  |
| **EMAIL** |  | **WEBSITE** |  |
| **ADD'L CONTACT NAME** |  | **ADD'L CONTACT EMAIL** |  |
| **CONTACT PHONE 1** |  | **CONTACT PHONE 2** |  |

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| **E V E N T S C O P E** |
| **TARGET AUDIENCE** |  |
| **MESSAGING** |  |
| **OBJECTIVES** |  |
| **RISK MANAGEMENT** |
| **IDENTIFIED RISKS** | **RISK MITIGATION** |
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| **IDENTIFIED RISKS COMMUNICATED TO SFSS AND SFU STAFF?** |
| **MILESTONES,** |  |

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| **BENCHMARKS, AND****MEASURES OF SUCCESS** |  |

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| **IF APPLICABLE, IDENTIFY AND LIST THE SUPPORT NEEDED FROM SFSS STAFF TO THE EVENT** |
| **EVENTS CORDINATOR** |  |
| **COMMUNICATIONS COORDINATOR** |  |
| **CLUBS COORDINATOR** |  |
| **DSU'S COORDINATOR** |  |
| **PRINT SHOP COORDINATOR** |  |

**A D D I T I O N A L C O M M E N T S**