

EVENT MASTER PLAN

Event _____ Date _____ Comm.Chair _____

Details To Be Arranged	Specifically What Is To Be Done	Who Is Responsible	By What Date
1. FACILITIES			
Room Reservations			
Maintenance Service Arrangements			
Planning layout of room (Stage Arrangements)			
Clean-up (refer to maintenance if possible)			
Security (police)			
Lighting and sound equipment			
Other			
2. INVITATIONS			
Writing			
Mailing			
Other			
Other			

Details To Be Arranged	Specifically What Is To Be Done	Who Is Responsible	By What Date
3. PUBLICITY			
Posters			
Flyers, Handbills, etc.			
Newspaper			
Radio & T.V.			
Other			
Tickets			
4. DECORATIONS			
Theme and Plan			
List of needs – where to purchase or borrow			
Making decorations			
Putting up			
Taking down			
Other			
Other			

Details To Be Arranged

Specifically What Is To Be Done

Who Is Responsible

By What Date

5. ENTERTAINMENT			
Selection and Planning			
Financial arrangement			
Hospitality (dressing rooms)			
Other			
6. FOOD SERVICE			
Types & Kinds			
Reservation with food service or purchasing financial			
Serving			
Cleanup			
Other			
7. FOLLOW-UP			
Payment of all bills			
Thanking Volunteers for their contributions			
Other			

Event Evaluation:

(Should be completed as soon as possible after the event)

Who Put on Event: _____ Event Name: _____

Date: _____ Time: _____ & Place: _____

1. Brief Description of Event:

2. Level of Participation: (1-10, 10 being the best)

A) Audience: _____ B) Presenter: _____ C) Guests: _____

3. Did Event Meet Expectations?

	Yes	No	Why?
a. Were objectives/goals met	_____	_____	_____
b. Was the publicity effective	_____	_____	_____
c. Was the presentation effective	_____	_____	_____
d. Was projected attendance met	_____	_____	_____
e. Were facilities adequate	_____	_____	_____
f. Were facilities returned to original state	_____	_____	_____
g. Was equipment adequate	_____	_____	_____
h. Were refreshments adequate	_____	_____	_____
i. Were resources accessible	_____	_____	_____
j. Were resources efficient enough	_____	_____	_____
k. Was the projected budget adequate	_____	_____	_____

Other Comments:

4. What was the most important contribution factor in the events success?

5. What was the weakest factor and how could it be improved?

6. Other Comments:

Evaluated By: _____ Date: _____