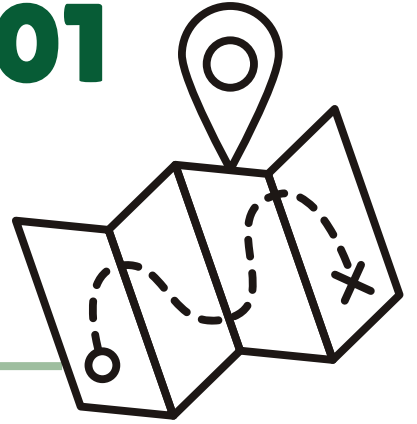




**Event-ure Awaits:
Your Journey to
Successful Events
Starts Here!**

Event planning 101



Why

What

Who: Audience

Who: Partners/Collaborators

When

Where

Team roles and responsibilities

Layout volunteer and staff roles to assign and track responsibilities

Who?	Roles

"What If"

Think of challenges that occur during event execution and how to avoid or solve those issues

Problem

Solution

Problem

Solution

Problem

Solution

Venue layout

Sketch out the floor plan for the event venue layout.

Marketing Checklist

Complete	Due date	Item	Notes

Venue Checklist

Complete	Due date	Item	Notes

Registration Checklist

Complete	Due date	Item	Notes

Program Checklist

Complete	Due date	Item	Notes

Day-of Checklist

Complete	Due date	Item	Notes

Post-Event Checklist

Complete	Due date	Item	Notes

Staffing Checklist

Complete	Due date	Item	Notes

Master plan

Complete	Due date	Item	Notes



Contact Us:

Rhonda Palmersheim
palmersheim@csp.edu

Emma McDowell
mcdowell@csp.edu