

Planning an Event Summary Sheet

Name:			
Date:		Time:	
Location:	Caterer:	Phone	
Goal:			

The Planning Committee	Phone No.	Cell No.	Email
Chairperson:			

Managing Registration	Phone No.	Cell No.	Email
Person(s) responsible			
No. of registrants: _____			

Sessions	Speakers	Phone No.	Cell No.	Email
1.				
2.				
3.				
4.				
5.				
6.				

VIP Guests	Phone No.	Cell No.	Email

Equipment For Sessions	Phone No.	Cell No.	Email
Person responsible:			

Setting Up The Display Area	Phone No.	Cell No.	Email
Person responsible:			

Other Details