**General Event Planning Template**

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| --- | --- |
| **Organizer Information** | |
| Name |  |
| Company name |  |
| Company website |  |
| Point of contact |  |
| Contact phone 1 |  |
| Contact phone 2 |  |
| Email |  |
| Fax |  |

|  |  |
| --- | --- |
| **Event Information** | |
| Scope |  |
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|
|
| Goals |  |
|
|
|
| Milestones |  |
|  |
|  |
|  |
| Number of attendees |  |

|  |  |
| --- | --- |
| **Expense List** | |
| **Expense** | **Cost** |
| Venue |  |
| Stage equipment |  |
| Parking space |  |
| Transportation |  |
| Catering |  |
| **Total costs** |  |

|  |  |
| --- | --- |
| **Risk Management** | |
| **Risk** | **Mitigation** |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Task List** | | | |
| **Task** | **Assignee** | **Deadline** | **Finished** |
| Sample task |  | Dec 10, 2023 |  |
| Sample task |  | Dec 10, 2023 |  |
| Sample task |  | Dec 10, 2023 |  |
| Sample task |  | Dec 10, 2023 |  |
| Sample task |  | Dec 10, 2023 |  |
| Sample task |  | Dec 10, 2023 |  |
| Sample task |  | Dec 10, 2023 |  |

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| **Additional Notes** |
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