

Basic Event Management Template

Organizer information	
Name	
Company name	
Company website	
Point of contact	
Contact phone 1	
Contact phone 2	
Email	
Fax	

Event information	
Scope	
Goals	
Milestones	
Number of attendees	



Expense list	
Expense	Cost
Venue	
Stage equipment	
Parking space	
Transportation	
Catering	
Total costs	

Risk management	
Risk	Mitigation

[illegible]



Sample task		Mar 25, 2025	☐
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Additional notes

Plan your events efficiently with Plaky.com