



Basic Event Planning Template

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

Event information	
Date(s)	
Start time	
Goals	
Scope	
Event location(s)	
Event description	



Number of attendees	

Expense list		
Expense	Cost	Planned budget
Venue		
Stage equipment		
Parking space		
Transportation		
Catering		
Entertainment		
Speakers/Presenters		
Total expense		

Risk management	
Risks	Mitigation

Event task list			
Task	Assignee	Deadline	Completed

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Additional notes