

Corporate Event Agenda Planning Sheet

Event Information

Event Name

Date

Location

Description

Agenda

Time	Activity	Lead/Presenter	Notes
<div>e.g. 09:00 - 09:30</div>	<div>e.g. Registration</div>	<div>e.g. John Smith</div>	<div>Any notes</div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>

Attendees

Name	Organization	Role
<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>

Notes & Comments

Additional remarks or important info...

