

Detailed Event Overview Sheet

Basic Event Details

Event Name

Date

Time

Venue / Location

Description

Objectives & Goals

List your event objectives and expected outcomes

Organizing Team

Name	Role/Position	Contact	Responsibilities
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Target Audience

Describe your target participants

Agenda / Program Flow

Time	Activity / Session	Person In Charge	Notes
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Time	Activity / Session	Person In Charge	Notes

Budget Overview

Item	Estimated Cost	Actual Cost	Notes

Logistics & Resources

List logistics needs, equipment, supplies, etc.

Promotion & Communication

How will you promote and communicate about this event?

Risk Assessment & Contingency Plan

Identify potential risks and backup plans

Evaluation & Feedback

Describe how the event will be evaluated