

# Basic Event Logistics Planning Template

## EVENT OVERVIEW

### Event Name

Enter event name

### Date & Time

Enter date and time

### Event Location/Venue

Enter venue/location

### Organizer/Contact Person

Contact name and details

## ATTENDEE DETAILS

### Expected Number of Attendees

Enter the expected number

### Special Requirements

E.g. Dietary, accessibility, etc.

## EVENT SCHEDULE

Time	Activity/Session	Responsible Person

## LOGISTICS

Item/Service	Details	Status	Responsible
Audio/Visual			
Catering			
Seating			
Signage			
Transportation			

## NOTES & ACTION ITEMS

Add any additional notes or action items here.

