

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.

