Event Resource Allocation Template

Event Details

Event Name

e.g. Annual Conference

Date

Location

e.g. Auditorium

Description

Brief description of the event

Resource Allocation

Resource Type	Description	Quantity/Hours	Allocated To	Notes
e.g. Staff	e.g. Registration D	e.g. 3 people	Name or Departme	Additional info

Notes / Comments

Additional notes or comments about resource allocation