Simple Event Planning Worksheet

Event Name

Enter event name

Date

Time

Location

Enter event location

Description

Brief description of the event

Event Goals

State the main goals of the event

Attendees / Target Audience

List potential attendees or describe your target audience

Key Tasks

Task	Responsible Person	Due Date	Status
e.g. Book venue	Who?		Pending/Done

Budget Summary

Item	Estimated Cost	Actual Cost

e.g. Catering	$	$

Notes

Additional notes or comments