Simple Event Planning Worksheet

Event Name

Enter event name

Date

Time

Location

Venue or address

Objective

What is the purpose of the event?

Agenda / Schedule

List agenda items or a timeline...

Target Attendees

Who should attend?

Estimated Budget

e.g. $500

Resources Needed

e.g. staff, equipment, materials

Key Tasks

List tasks and who is responsible...

Additional Notes

Other important details...