

Corporate Event Planning Outline

1. Event Overview

- Event Name: _____
- Date: _____
- Time: _____
- Location: _____
- Event Purpose/Objective: _____
- Expected Number of Attendees: _____

2. Team Roles & Responsibilities

1. Event Lead: _____
2. Logistics Coordinator: _____
3. Communications/PR: _____
4. Finance/Budget: _____
5. Others: _____

3. Budget & Resources

- Estimated Budget: _____
- Approved Budget: _____
- Funding Source(s): _____
- Resources Needed: _____

4. Event Agenda

1. Session/Activity: _____
2. Timeframe: _____
3. Responsible Person: _____

5. Logistics & Operations

- Venue Booking: _____
- Catering: _____
- Audio/Visual Needs: _____
- Transportation: _____

- Signage: _____

6. Promotion & Communications

- Invitation List: _____
- Channels (email, intranet, etc): _____
- Follow-up Plans: _____

7. Risk Management & Contingency Plans

- Potential Risks: _____
- Backup Plans: _____

8. Post-Event Actions

- Feedback Collection: _____
- Debrief Meeting: _____
- Thank-You Notes: _____
- Final Reporting: _____

Notes
