

# 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: \_\_\_\_\_
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## 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

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