Blank Seminar Event Planning Sheet

Event Name

Enter event name

Date

Time

e.g. 10:00 AM - 4:00 PM

Location

Enter venue/location

Event Description

Brief description of the seminar

Agenda

Time	Activity/Session	Presenter

Speakers

Name	Topic/Session	Contact

Attendees

Name	Email	Organization

Notes/Comments

Additional notes, follow-ups, requirements