

Event Planner

Event: _____ **Date:** _____

Venue and address: _____ **Start / finish:** _____ **Headcount:** _____

Timeline - the day itself	
8 am	
9 am	
10 am	
11 am	
12 pm	
1 pm	
2 pm	
3 pm	
4 pm	
5 pm	
6 pm	
7 pm	
8 pm	
9 pm	
10 pm	

Suppliers and bookings

[illegible]

Running order

No.	What happens	Who leads	Mins
1			
2			
3			
4			
5			
6			

Budget

Total budget: _____

Deposit paid: _____

Paid so far: _____

Still to pay: _____

Guests and RSVPs

Invited: _____

Confirmed: _____

Declined: _____

Dietary needs: _____

Still to arrange

[illegible]

Notes