

Meeting and Event Planning Worksheet

Purpose of the meeting:

Define in 1-2 sentences what the purpose of your event or meeting is.

What are your goals?

What specifically do you want to accomplish by the end of the event/meeting?

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Date: _____ Time: _____

What location will you use?

Do you need a permit for that location? Yes No If yes, where do you get it?

Is the location handicapped accessible? Yes No

Will you need microphones or a sound system? Yes No

Is one installed in the facility? Yes No Do you have permission to use it? Yes No

If not, where will you get one? _____

Which languages do you need translated? _____

Who will you contact for interpreters/translators? _____

How will you publicize the event?

Is there a website you can use? Yes No Who could create one? _____

Who will coordinate publicity? _____

Who will lead the meeting?

Facilitator:

Speakers:

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-
-

What topics will you cover?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Are there other supplies that you need?

For example, candles for a vigil, brochures for an anti-violence organization, etc.

People to contact:

Name	Phone	E-mail	Contacted