

SPECIAL EVENT PLANNING WORKSHEET

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What	Who	When
Form special event committee		
Choose type of event		
Develop event budget		
Choose giving opportunities		
Choose venue and select date		
Obtain insurance, licenses, and permits		
Identify potential corporate sponsors		
Write to and call potential corporate sponsors		
Select keynote speaker		
Prepare guest list		
Design invitations		
Print invitations		
Mail invitations		
Set up registration system		
Select and train volunteers to work at event		
Order centerpieces and other decorations		
Choose award recipients		
Purchase gifts and awards		
Purchase or make keepsake/memento		
Hire caterer		
Hire entertainers		
Hire photographer		
Publicize event through the mass media and Internet		
Design program booklet		
Print program booklet		
Arrange transportation and accommodations		
Prepare attendance list		
Prepare nametags		
Prepare table seating chart		
Follow up with speakers		
Follow up with corporate sponsors		
Follow up with entertainers and photographer		
Follow up with caterer and host		
Set up and clean up		
Thank attendees		
Thank sponsors, speakers, and other participants		