



Event Planner Form

Date:

Event Name:	Guest of Honour
Venue:	
Date:	
Start Time:	Invitations Sent (Date)
End Time:	
Purpose:	RSVPs Due (Date)
Budget:	
Organiser:	

Schedule of Activities			
Start Time	Activity	End Time	Responsible
	Staff/Helpers arrive		
	Entertainers etc. arrive		
	Guests arrive		
	Events start time		
	Drinks/canapes/snacks		
	Main meal		
	Speeches		
	Entertainment		
	Wrap-Up		
	Guests depart		
	Clean-up		
	End Time:		

Budget Breakdown

Date	Item	Cost	Deposit Req.
	Venu Hire		
	Staff Cost		
	Food/Drinks		
	Gifts		
	Staging (PA, Lighting, Staging etc.) & Décor		
	Entertainment (specify)		
	Music (Band, DJ etc.)		
	MC/Compere		
	Total		

Balance Owed: