

## THE PERFECT EVENT

Event Name:  
Date/Time of Event:  
Brief Description:

Number of People Expected  
Location:  
Point Person:  
(contact information)

## STRATEGIC PLAN

### Goals for Event:

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### Pre-Planning To Do's:

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Copies of plan provided to appropriate people (ie: Club Sponsor, College Master, Student Activities)

### Event Timeline

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Evaluation and Documentation

## THE PERFECT EVENT

	<i>Risks that may occur</i>	<i>Ways to be proactive and prepared for those risks</i>
<b>P</b>	PHYSICAL	
<b>E</b>	EMOTIONAL	
<b>R</b>	REPUTATIONAL	
<b>F</b>	FINANCIAL	
<b>E</b>	ENVIRONMENTAL	
<b>C</b>	COMMUNICATION	
<b>T</b>	TIMING	