

## SPECIAL EVENT WORKSHEET

Event \_\_\_\_\_

Key Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

1. **Date/Site Selected:** \_\_\_\_\_

2. **Time Chosen:** \_\_\_\_\_

3. **Invitations:** \_\_\_\_\_

Format style (letter, formal, etc.) \_\_\_\_\_

Guest list to be developed no later than \_\_\_\_\_

Invitations to be mailed no later than \_\_\_\_\_

Name of graphic designer, printer (if any) \_\_\_\_\_

Number of invitations to be printed mailed \_\_\_\_\_

4. **Food and Beverage:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of meal served: \_\_\_\_\_

Name of caterer to be used (if any) \_\_\_\_\_

5. **Program/Ceremonies:** \_\_\_\_\_

How Long? \_\_\_\_\_

Format: \_\_\_\_\_

Master of Ceremonies: \_\_\_\_\_

Length of each speech: \_\_\_\_\_

Others on the program: \_\_\_\_\_

Special "props" needed (ribbon, scissors, etc.) \_\_\_\_\_

6. **Media Coverage:** \_\_\_\_\_

Notice of event to media no later than: \_\_\_\_\_