

New Event Form

(Use this sheet as a starting point for events. It's meant to help you cover your bases)

Event Name: _____ Event Date: _____

Planning Committee Names/Roles:

Purpose of event:

Audience/Important Guests:

Location:

Catering Needs (Food/Bev):

Sponsors:

Printed Materials:

Funding Needs:

Speakers:

Chancellor's Role:

Misc:
