

Event Planning Tool

Event Name _____

Event Date _____

Event Chair (s) _____

**Event Purpose &
Description**

**Total Number of
Volunteers
Needed** _____

Description of Specific Volunteer Job	Number Volunteers Needed in that Area

Resources and Supplies Needed	Quantity	Cost
		Total Cost

Timeline: In the space provided, briefly outline the timeframe for planning and holding this event.

When	What

Obstacles/Challenges: In the space provided, briefly describe any obstacles or challenges you faced and how they were resolved.

Obstacle/Challenge	Solution/Resolution

Lessons Learned/Recommendations for Next Year: In the space provided, briefly describe any lessons learned or recommendations for this event next year.

Lessons Learned/Recommendations
