Meeting and Event Planning Worksheet

Purpose of the meeting:
Define in 1-2 sentences what the purpose of your event or meeting is.

What are your goals?
What specifically do you want to accomplish by the end of the event/meeting?

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•
•
•

Date: ___________________________ Time: ___________________________

What location will you use?

Do you need a permit for that location? □ Yes □ No If yes, where do you get it?

Is the location handicapped accessible? □ Yes □ No

Will you need microphones or a sound system? □ Yes □ No

Is one installed in the facility? □ Yes □ No Do you have permission to use it? □ Yes □ No

If not, where will you get one? ___________________________

Which languages do you need translated? ___________________________

Who will you contact for interpreters/translators? ___________________________

How will you publicize the event?

Is there a website you can use? □ Yes □ No Who could create one? ___________________________

Who will coordinate publicity? ___________________________

Who will lead the meeting?

Facilitator:
Speakers:

- 
- 
- 

What topics will you cover?

1. 
2. 
3. 
4. 
5. 
6. 

Are there other supplies that you need?

For example, candles for a vigil, brochures for an anti-violence organization, etc.

People to contact:

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