

THE PERFECT EVENT

Northeastern State University

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: Organization Sponsor, Student Affairs)

Event Timeline

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Risks that may occur

Ways to be proactive and prepared for those risks

P	PHYSICAL	
E	EMOTIONAL	
R	REPUTATIONAL	
F	FINANCIAL	
E	EVENT FACILITIES	
C	CONTACTS	
T	TIMELY ASSESSMENT	