

IFC/NPHC/PHC Event Planning Form

Name of Event: _____

Date of Event: _____

Council Position: _____

Target Audience: _____

Goals of Chairperson: _____

Description of Event: _____

Budget/Estimated Expenditure: _____

Collaborating Organizations: _____

Promotion/PR: _____

Committees: _____

BEFORE THE EVENT

Rooms needed and why

Meeting with and why

Get phone numbers of

New things being implemented for this year's event (changes from the previous year)

*****Attach a TO DO LIST of all the Planning Details needed for your event*****

DURING THE EVENT

Problems that arose during the event

Things that worked well

Things to be prepared to happen during this event
