

# IFC/NPHC/PHC Event Planning Form

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Council Position: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Goals of Chairperson: \_\_\_\_\_

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Description of Event: \_\_\_\_\_

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Budget/Estimated Expenditure: \_\_\_\_\_

Collaborating Organizations: \_\_\_\_\_

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Promotion/PR: \_\_\_\_\_

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Committees: \_\_\_\_\_

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**BEFORE THE EVENT**

Rooms needed and why

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Meeting with and why

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Get phone numbers of

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

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

**DURING THE EVENT**

Problems that arose during the event

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Things that worked well

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Things to be prepared to happen during this event

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