

# EVENT PLANNER

## Overview

<b>Event Name</b>	
<b>Event Date/Time</b>	
<b>Event Location</b>	
<b>Event Audience</b>	
<b>Event Purpose</b>	

## Marketing/Communications

<b>Social Media Posts</b>
<b>Press Releases</b>
<b>Print Pieces</b>
<b>Other</b>

## Notes From Last Event

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## Budget/Financials

**Budget**

**Sponsorships**

**Fundraising**

**Venue/Catering Costs**

**Printing Costs**

## Considerations

**Accessibility Considerations**

**Dietary Considerations**

**Other**

## Notes