

## Event Planning Sheet

Event Name:

Organizers:

Proposed Date:

Summary of the event:

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What sort of people will this event appeal to?

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What could be successful?

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What could go wrong?

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Consider cleaning up, will this event be an easy clean up? How will you make the clean up fast and efficient?

Do you need to miss school for the set up or clean up? If so whose classes and have you notified the teacher?

Approval

Yes / No

Signature: \_\_\_\_\_