

Event Planner Form Template Word

GENERAL INFORMATION

Client's Full Name: _____

Event Name: _____

Date of Event: _____

Event Location: _____

Client's Contact Information: _____

EVENT PLANNING DETAILS

Event Objective: _____

Target Audience: _____

Event Timeline: _____

VENDOR DETAILS

Caterer: _____

Decorator: _____

Technical Support: _____

SERVICES CHECKLIST

- Venue Booking Catering Services Technical Support Event Promotion
- On-site Supervision

ADDITIONAL NOTES

APPROVAL

Client's Signature: _____ **Date:** _____

Planner's Signature: _____ **Date:** _____