Events Planning Worksheet

Organization/Individual Name: ____________________________________________________

Today’s Date: ____________________________

Name of Event: ________________________________________________________________

Type of Event: (Check all that apply)

☐ Lecture
☐ Performance
☐ Social Event
☐ Band/DJ/Speaker
☐ Inflatables/Carnival
☐ Outdoor Event
☐ Physical Activity/5K
☐ Fundraiser
☐ Other ________________________________________________________________

Starting Day & Date of Event: ____________________________ Start Time: ________________

Ending Day & Date of Event: ____________________________ End Time: ________________

Detailed Description of Event:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

How will your program benefit the students?
1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________

Open to: (Check all that apply)

☐ FTC Students/Faculty/Staff   ☐ General Public

Estimated Attendance: ____________________________

Charging Admission: ☐ Yes  ☐ No   Students: $____________ Non-students: $___________

Location/ Space Request:

1st Choice: ____________________________  2nd Choice: ____________________________

Please describe set up for the room: _____________________________________________
____________________________________________________________________________

Food Served?

☐ FTC Catering (You must complete a Catering Request form located in Student Activities.)
☐ Outside Catering ____________________________
☐ No Food Served

Selling anything? ☐ Yes  ☐ No

**ALL ADVERTISEMENT MUST BE APPROVED AND STAMPED BY THE STUDENT ACTIVITIES OFFICE PRIOR TO POSTING. **
# Events Planning Worksheet

**Budget Request**: (Fill out those that apply)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performers</td>
<td></td>
</tr>
<tr>
<td>Guest Speaker Honorarium</td>
<td></td>
</tr>
<tr>
<td>Food/ Drinks</td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
</tr>
<tr>
<td>Prizes</td>
<td></td>
</tr>
<tr>
<td>Printing/ Advertising</td>
<td></td>
</tr>
<tr>
<td>Travel (Registration, Hotel, Transportation)</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

| Total | $     |

*You may attach an individual sheet with your budget request.

**Are you contracting a service from a non-college entity?**  
☐ Yes  ☐ No

Party contracting with ___________________________  
Phone #: ___________________________

*You must complete a contract located in Student Activities before a check can be administered.

**Will your event need any type of audio/visual equipment?**  
☐ Yes  ☐ No

*If Yes, Please check all that apply and the number of each (3 week notice preferred)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microphone</td>
<td></td>
</tr>
<tr>
<td>CD- Player with Amplifier</td>
<td></td>
</tr>
<tr>
<td>Sound System</td>
<td></td>
</tr>
<tr>
<td>Loud Speaker</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

**Will your event be hosting a large amount of individuals or require the assistance of Public Safety for security?**  
☐ Yes  ☐ No

**Event Contacts:**

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Name: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone #: _________________________</td>
<td>Phone #: _________________________</td>
</tr>
<tr>
<td>Email: __________________________</td>
<td>Email: __________________________</td>
</tr>
</tbody>
</table>

**For Office Use Only:**

Budget approved for Event: ____________________________

Director Signature: ____________________________

Date Approved: ____________________________