

COLUMBIA COLLEGE EVENT PLANNER

NOTE: <i>Must; Shall; Will:</i> <i>Should:</i> <i>May or Could; Can:</i>	Clarification of Terms These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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1. EVENT DETAILS

Event Name _____

Coordinator of Event _____

Date of Event _____

Start time of event _____

End time of event _____

Location of event _____

Dress (formal, business, casual) _____

Purpose of event (why have it?) _____

Description of event (what will participants do?) _____

MEMBERS OF EVENT ORGANIZING GROUP		
Name	Program/ Department	Main Area of Responsibility

Event participants (who is invited to come?)

Check appropriate boxes:

Part-time students: <input type="checkbox"/>	Board of Advisors: <input type="checkbox"/>
Full-time students: <input type="checkbox"/>	Work Experience Employers: <input type="checkbox"/>
Faculty: <input type="checkbox"/>	Employer of Graduates: <input type="checkbox"/>
Staff: <input type="checkbox"/>	Board of Directors: <input type="checkbox"/>
Administration: <input type="checkbox"/>	Government Funders (License): <input type="checkbox"/>

Others (list):

2. PRE-EVENT ACTIVITIES

Invitation: how will participants be invited?

Bring-a-longs: will participants be expected to bring something (e.g. food) and if so how will this be organized?

Registration fee: will participants be expected to pay all or a portion of the costs? If so, how much and how will it be collected?

Event location preparation: will the event location need to be set up or organized in a certain manner? Please describe.

3. EVENT ACTIVITY

Will specific activities during the event require selected members of the organizing group to play a specific role?

Member of the Organizing Group	Specific responsibilities during the event

4. POST-EVENT ACTIVITY

Will members of the organizing group be responsible for post-event responsibilities (e.g. clean-up, returning equipment, submitting bills, etc.)?

Name of Organizing group	Specific responsibilities after the event

5. EVENT BUDGET

What will be the maximum expenses related to the event and how will they be paid for?

EXPENSES	
Item	Costs
TOTAL:	

REVENUE SOURCE

Items	Amount
Total tuition/registration/sign-up fees (if any):	_____
Alberta Works Government Grant:	_____
College contribution needed:	_____
Total	_____

6. EVENT TIMELINES

End Date	Activity/Actions	Performed by	Completed
	Decide on the name of the event and establish an event date.		
	Identify an Event Coordinator		
	Event Coordinator to complete the Event Planner and review with Social Committee		
	Event Planner and budget to be approved by college for expenditure of funds.		
	Event date, time, place, etc. is communicated to potential participants.		
	Event organizing group to complete their assigned duties on duties listed below.		
Individual	Activity		