

Event Title \_\_\_\_\_

Date \_\_\_\_\_

Immediately

\_\_\_\_\_ Event Planning Worksheet complete

\_\_\_\_\_ LU, local school and community calendars checked and date selected

\_\_\_\_\_ Budget approved

\_\_\_\_\_ Setup needs determined

\_\_\_\_\_ Venue secured

\_\_\_\_\_ Event posted on university calendar

\_\_\_\_\_ Entertainment/speaker confirmed

\_\_\_\_\_ Guest list complete using guest list template

Four Weeks Prior

\_\_\_\_\_

