

## Event Planning Form – Overview

Event Title	
Date of Event	
Time and Length	
Demographics of your participants	
Objectives	
Event Outcomes	
Description of Event	
Program	
Number of Participants	
Number of entertainers and stall holders	
Venue Requirements	
Licences, Permits and consents required	
Site Management	
Safety Requirements	
Equipment and Supplies	
Insurance	
Budget Summary	
Marketing Summary	
Sponsors	
Funders	