

FHU EVENT WORKSHEET

EVENT NAME: _____ Date of Event: ____/____/____ Time/Duration _____ - _____
Location: _____ Reserved on ____/____/____ Back-up Location: _____ Reserved ____/____/____
Anticipated attendance: _____ Actual attendance: _____

MONEY

Budget: \$ _____ Actual spent: \$ _____ Cost to student: \$ _____ per / for _____
Money spent: \$ _____ for _____
\$ _____ for _____
\$ _____ for _____
\$ _____ for _____
\$ _____ for _____

SPECIAL EQUIPMENT / ITEMS

Sound: _____ Supplied by: _____
Lighting: _____ Supplied by: _____
Tables/chairs: _____ Supplied by: _____
Other: _____ Supplied by: _____
Other: _____ Supplied by: _____
Other: _____ Supplied by: _____

FOOD / BEVERAGE

Drinks: _____ Provided by: _____
Food: _____ Provided by: _____
Plates: _____ Cups: _____ Forks: _____ Spoons: _____ Napkins: _____ Provided by: _____

ADVERTISING / MARKETING

☐ Campus-wide e-mail	☐ Chapel announcement	☐ Student announcement
☐ Signs around campus	☐ Facebook	☐ Video advertisement
☐ Table-toppers	☐ _____	☐ _____

DAY OF EVENT

Number of workers needed: _____ Set-up time: _____ Doors open: _____
Jobs for workers: _____

NOTES FOR EVENT:

EVALUATION:

What went well? Why? _____
What changes would you make for the future? _____
Did date and time work well? _____
Did location work well? _____
On a scale of 1 to 10, how well do you think this event was planned out? _____
On a scale of 1 to 10, how well did the students appreciate or enjoy this event? _____
I would definitely have this event again: YES / NO if no please explain _____

Other Comments: _____

