

SFSS CLUBS AND DSU'S EVENT PLANNER TEMPLATE



EVENT OVERVIEW

EVENT TITLE			
EVENT DATE		EVENT TIME	
EVENT LOCATION			
EVENT DESCRIPTION			

EVENT COORDINATORS INFORMATION

COORDINATOR NAME			
TELEPHONE		MAILING ADDRESS	
PHONE NUMBER			
EMAIL		WEBSITE	
ADD'L CONTACT NAME		ADD'L CONTACT EMAIL	
CONTACT PHONE 1		CONTACT PHONE 2	

EVENT SCOPE

TARGET AUDIENCE			
MESSAGING			
OBJECTIVES			

RISK MANAGEMENT

IDENTIFIED RISKS	RISK MITIGATION

IDENTIFIED RISKS COMMUNICATED TO SFSS AND SFU STAFF?

MILESTONES,	
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**BENCHMARKS, AND
MEASURES OF SUCCESS**

IF APPLICABLE, IDENTIFY AND LIST THE SUPPORT NEEDED FROM SFSS STAFF TO THE EVENT

EVENTS CORDINATOR

**COMMUNICATIONS
COORDINATOR**

CLUBS COORDINATOR

DSU'S COORDINATOR

**PRINT SHOP
COORDINATOR**

ADDITIONAL COMMENTS

