

# 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**

