

Basic Event Planning Form



Name of Ceremony/Event: _____

Date: _____ Time: _____

Place: _____ Purpose/Theme: _____

Who Will Attend? _____

Activities to Include: _____

Songs/Poems/Quotations to Include: _____

How Will we Begin? _____

How Will we End? _____

What decorations/Props are Needed? _____

What Will We Serve? _____

Who Will Bring what is Needed? _____

Rehearsal/Final Planning Meeting: _____