

# EVENT PLANNER

Date	Special Guests
Budget	Advertising
Number of adult guests	Deposits to suppliers
Number of children	First Aid
Venue	Special Requirements
Venue phone	Volunteers / Helpers
Venue contact	Entertainment Items Required
Power on site	1
Water on site	2
Toilets on site	3
Rubbish Bins on site	4
Disabled access	5
Catering - Food	6
Catering - Beverage	7
Sun / Rain Cover / Marquee	8
Tables & Chairs	9
Theme	10
Invitations	11
Tickets	12
Insurances	Notes
Council Permission (If event is on council land)	
Security	
Sound System	
Lighting	
Stage	