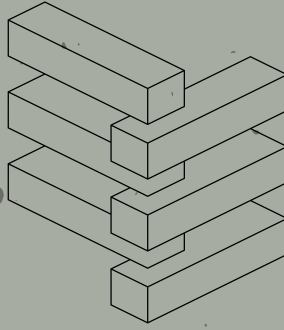


Beaver Tips:

# EVENT PLANNING



## ACTION PLAN

### EVENT BASICS

- NAME OF EVENT: \_\_\_\_\_
- DATE OF EVENT: PREFERRED \_\_\_\_\_  
| 2ND CHOICE \_\_\_\_\_
- LOCATION: PREFERRED \_\_\_\_\_  
| 2ND CHOICE \_\_\_\_\_
- TYPE OF EVENT: \_\_\_\_\_
- TIMES: SET-UP \_\_\_\_\_ START \_\_\_\_\_  
| END \_\_\_\_\_ TEAR DOWN \_\_\_\_\_

### PROJECTIONS

- INTENDED GOALS: \_\_\_\_\_  
\_\_\_\_\_
- TARGETED PARTICIPANTS: \_\_\_\_\_  
\_\_\_\_\_
- NUMBER OF ATTENDEES: \_\_\_\_\_
- PARTNERS OR COLLABORATORS: \_\_\_\_\_  
\_\_\_\_\_
- COMMITTEES: \_\_\_\_\_
- RISKS OR LIABILITIES: \_\_\_\_\_
- BUDGET: \_\_\_\_\_
- OTHER: \_\_\_\_\_

DATE




Oregon State University  
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