

EVENT PLANNING WORKSHEET

Noble-Affis Consult

Event Planning Worksheet

Event Basics:

Event Name: _____

Type: ☐ Wedding ☐ Corporate ☐ Birthday ☐ Other: _____

Date: ____

Guests: _____

Budget:

Venue: _____

Catering: _____

Entertainment: _____

Total Budget: _____

Vendor Contacts:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____