

Carleton Club Event Plan

Event name:

Approximate date/day of the week/time of day that would be best for this event:

Who did you need to call to set this in motion?

What questions come to mind as you think through the event?

How will costs associated with the event be covered?

Who will take the rsvp's, and approximately when do you need a final count?

What kind of follow-up will be needed after the event?