



Event Planning Worksheet

A successful event is 95% effective planning . We hope this basic worksheet helps you plan for your event.

What:

- Event Title _____

When:

- Event Date _____
- Event Time _____ (Event should begin no earlier than 8 am.)
- Arrival Time _____
- On Site Coordinator _____
- Estimated Attendance _____
- Arrival Time _____
- Caterer _____
- User Fee? \$ _____ Pay from invoice following event.
- Tour Diastole? _____ By Appointment.

Who:

- On Site Coordinator _____
- Phone _____
- Event Committee _____
- Phone _____
- _____
- Phone _____
- _____
- Phone _____
- Caterer _____
- Phone _____

Where: (Circle)

Meeting, retreat, break-out session, lunch/dinner, program, reception?

_____	KIVA	OMAR ROOM	SUN ROOM	PIANO ROOM	CAPTAIN'S ROOM	LIBRARY
_____	KIVA	OMAR ROOM	SUN ROOM	PIANO ROOM	CAPTAIN'S ROOM	LIBRARY
_____	KIVA	OMAR ROOM	SUN ROOM	PIANO ROOM	CAPTAIN'S ROOM	LIBRARY
_____	KIVA	OMAR ROOM	SUN ROOM	PIANO ROOM	CAPTAIN'S ROOM	LIBRARY
_____	KIVA	OMAR ROOM	SUN ROOM	PIANO ROOM	CAPTAIN'S ROOM	LIBRARY

Small Break Out Sessions: (Groups of 5)

KIVA OMAR ROOM SUN ROOM-East SUN ROOM-West PIANO ROOM CAPTAIN'S ROOM LIBRARY

Large Break Out Sessions: (Groups of 5-10)

KIVA OMAR ROOM SUN ROOM (at tables) PIANO ROOM CAPTAIN'S ROOM

Food will be served at:

SUN ROOM-Bufferet SUN ROOM-Bar KITCHEN-Bufferet

Guests will be seated for meals in:

OMAR ROOM SUN ROOM-at tables SUN ROOM-standing CAPTAIN'S ROOM OPEN SEATING-USE OF LAP TRAYS

Other:

Audio-Visual:

Kiva only:

- _____ built-in recessed screen
- _____ VCR/DVD player
- _____ cable TV's (2)

Piano Room only:

- _____ built-in recessed screen

Throughout building

- _____ VCR/DVD player with TV (on rolling cart)
- _____ portable screen
- _____ wireless internet access
- _____ slide projector
- _____ flip chart stands (2)
- _____ easels (2)

Other Amenities available at Diastole upon request:

- _____ glassware, china, utensils for 50
- _____ 8 foot rectangular tables (2)
- _____ 60 inch round tables (2)
- _____ nametag tables (2)
- _____ stacking chairs for additional seating (35)

User needs to provide:

- _____ napkins
- _____ table linens
- _____ coffee, sugar, cream
- _____ nametags
- _____ flip chart paper and markers
- _____ ice

The Staff at Diastole are available to help with the event planning process.

Please call to schedule a tour of Diastole or to answer questions.

816-235-8855/8857