

Event Planning Worksheet

The following worksheet is designed to assist you in the planning of your event. Please provide as much information as you can at this time, attaching additional pages, if needed. Please complete and provide to the event coordinator.

Event Title: _____
 Date: _____

Location: _____
 1st Preference: _____
 2nd Preference: _____

Contact (must be Civil Servant): _____
 E-mail: _____
 Phone: _____ Fax: _____ Code: _____
 Resources Analyst: _____
 E-mail: _____
 Phone: _____ Fax: _____ Code: _____

Number of Expected Participants:

NASA: _____
 Foreign: _____
 Other Government: _____
 University: _____
 Industry: _____
 Support Contractors: _____
 Honoraria: _____
 TOTAL: _____

Travel Support: Provide the below travel support for the following participants.

Name: _____
 Address: _____

| | <u>Yes</u> | <u>No</u> |
|------------------------|------------|-----------|
| Airline: | | |
| Per Diem (meals): | | |
| Lodging: | | |
| Ground Transportation: | | |
| Rental Car: | | |

Additional Information: _____

Facilities Requirements: Identify the number of general conference rooms and breakout rooms that are required to support this event:

Meeting Schedules:

Day 1

Registration: from _____ to _____
 Reception: from _____ to _____

Day 2

Morning Session: from _____ to _____
 Breakout Session: from _____ to _____
 Afternoon Session: from _____ to _____

Day 3

Morning Session: from _____ to _____
 Breakout Session: from _____ to _____
 Afternoon Session: from _____ to _____

Day 4

Morning Session: from _____ to _____
 Breakout Session: from _____ to _____
 Afternoon Session: from _____ to _____

Day 5

Morning Session: from _____ to _____
 Close-out: from _____ to _____

***Revise accordingly if additional days or needs are required.*

Audio Visual (AV) Equipment Requirements:

General/Afternoon Session(s): Indicate total number of AV equipment required per day.

| | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|------------------------|-------|-------|-------|-------|-------|
| Overhead Projector(s) | | | | | |
| Flip Chart(s) | | | | | |
| Podium(s) | | | | | |
| Microphone(s) | | | | | |
| Video Projector(s) | | | | | |
| LCD Panel(s) | | | | | |
| Laser Pointer(s) | | | | | |
| Slide Projector(s) | | | | | |
| TV w/ VCR/Monitor(s) | | | | | |
| A/V Technician on-site | | | | | |

Breakout Session(s): Indicate total number of AV equipment required per breakout room, per day.

Total number of breakout rooms needed: _____

| | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|------------------------|-------|-------|-------|-------|-------|
| Overhead Projector(s) | | | | | |
| Flip Chart(s) | | | | | |
| Podium(s) | | | | | |
| Microphone(s) | | | | | |
| Video Projector(s) | | | | | |
| LCD Panel(s) | | | | | |
| Laser Pointer(s) | | | | | |
| Slide Projector(s) | | | | | |
| TV w/ VCR/Monitor(s) | | | | | |
| A/V Technician on-site | | | | | |

***Revise accordingly if additional days or needs are required.*

Food and Beverage Requirements:

Catering Needs: (receptions, banquets or other functions)

| | Preferred Location | Start Time | End Time | Type of Function |
|-------|--------------------|------------|----------|------------------|
| Day 1 | | | | |
| Day 2 | | | | |
| Day 3 | | | | |
| Day 4 | | | | |
| Day 5 | | | | |

Coffee and refreshment breaks:

| | Preferred Location | Start Time | End Time | Preferred Refreshments (e.g., coffee, juice, pastries, fruit, etc.) |
|-------|--------------------|------------|----------|------------------------------------------------------------------------|
| Day 1 | | | | |
| Day 2 | | | | |
| Day 3 | | | | |
| Day 4 | | | | |
| Day 5 | | | | |

***Revise accordingly if additional days or needs are required.*

****Indicate special food and beverage requirements.*

Legal Approval to use Appropriated Funds for Food and Beverages:

_____ The customer has obtained approval from the Office of Chief Counsel/General Counsel that appropriated funds may be used to cover food and beverage(s).

The following Programmatic and Institutional Learning Services are required:

- _____ Announce the event in the Federal Register Notice.
- _____ Block _____ sleeping rooms at the selected hotel for duration of event.
- _____ Mail logistics information to all registered attendees.
- _____ Provide name badges for all registered attendees.
- _____ Provide registration packets for all registered attendees.
- _____ Provide website for registration and logistic information.
- _____ Reproduce event materials.
- _____ Create and produce event proceedings, other publications.
- _____ Provide on-site support to registered attendees.
- _____ Provide for on-site copying capabilities.
- _____ Provide for on-site wireless modem capability.
- _____ Provide for an on-site fax machine.
- _____ Send attendees an electronic copy of the final attendees list, minutes and final presentations.

Additional Support Requirements:

Signature of Requester: _____ Date: _____