

# Event Planning Tool

**Event Name** \_\_\_\_\_

**Event Date** \_\_\_\_\_

**Event Chair (s)** \_\_\_\_\_

**Event Purpose & Description**

**Total Number of Volunteers Needed** \_\_\_\_\_

Description of Specific Volunteer Job	Number Volunteers Needed in that Area



**Obstacles/Challenges:** In the space provided, briefly describe any obstacles or challenges you faced and how they were resolved.

Obstacle/Challenge	Solution/Resolution

**Lessons Learned/Recommendations for Next Year:** In the space provided, briefly describe any lessons learned or recommendations for this event next year.

**Lessons Learned/Recommendations**
