

USF GLOBAL ALUMNI EVENT PLANNING WORKSHEET

WHAT

What kind of event do you want to organize? (Virtual? In-person? Webinar? Speaker?)

Will it require a RSVP?

Will you charge for the event?

WHY

What is the purpose of your network event?
(Fun? Learning? Networking? Mentoring? Welcoming? Send-off? Adventure? etc...)

What are your goals for this event?

WHO

Who will you invite?

Who is the event for?

Will you have a sponsor?

WHEN

What is the date and time of the event?

WHERE

What kind of venue/service best suits the purpose of your event?

List some venue/service possibilities:

HOW

Who is going to do what to execute the event?

- Securing the venue
- Creating the agenda
- Communications – invitations, rsvps, speakers, etc...
- Marketing
