

Planning Phase

In the Planning phase you lay out a workable scheme to accomplish the project's intended goals and outcomes. In the Planning stage, you identify the project's milestones, deliverables, and tasks. This plan can be your work breakdown structure (WBS). You develop and refine the schedule, and identify the resources needed to implement the project.

Event Master Information

Event Name	<input type="text"/>	Reservation ID Number	<input type="text"/>
Virtual Account	<input type="text"/>	Reservationists	<input type="text"/>
Event Canceled Date	<input type="text"/>	Canceled By	<input type="text"/>
Reason for Cancellation	<input type="text"/>		

Booking Details

Booking Main Event Room

Event Start Time: Event End Time:

Do you need early access of more than one half an hour before and after your event for set up or tear down? Yes No Amount Needed:

Event Date(s) and Recurrence

Event Start Date Event End Date

No Recurrence

Daily Every _____ Day's Every Weekday

Weekly Recurrence Every _____ Weeks

Mon Tues Wed Thur Fri Sat Sun

Monthly _____ Day of Every _____ Month(s) The _____ of Every _____ Month
(the first Monday of Every 3rd Month)

Random Date Needed

Range of Recurrence End After ___ Occurrence End By _____

Location Details

Building Attendance

Desired Room Setup Type

Will you need Breakout Rooms? Yes No

If yes Desired Rooms Start Time End Time

Kitchen Usage

Date Needed Times Needed Can this Event Share? Yes No

If yes please indicate how you will be using the kitchen.

Booking Advertising Space

Video Announcements: One Wednesday Date: One Saturday Date:

Projection Slides: Four Wednesday Dates: Four Saturday Dates:

Foyer Tables: Four Wednesday Dates: Four Saturday Dates:

When Scheduling Adverting please use the following details as your default answers.

Event Start: 7:30 am Event End: 11:00 pm Attendance:1 Set-up Type: Advertising

