PRE-EVENT QUESTIONNAIRE

WHEN? What is the proposed date or time frame for the event?

WHAT? What type of event are you planning?
• Breakfast
• Luncheon
• Cocktail reception
• Dinner
• Lecture/presentation
• Campus-wide event
• Weekend seminar/excursion

WHERE? What type of location/venue would be best?

HOSTED BY? Including name and Institute relationship

WHO? How many people do you expect to invite?
Who will be attending this event?
• Prospects/Donors?
• Campus VIPs
• Faculty
• Staff
• Students
• Alumni
• Others

WHY? What is the purpose of this event?
• Educational opportunity
• Donor cultivation
• Recognition/celebration
• Stakeholder meeting
• Showcasing of priorities
• Volunteer interaction

BUDGET? Approximate budget? Billing account and address?

KEY CONTACT? Who will be the key contact and ultimately ensure the event’s success?

APPROVAL? Who and/or which departments will need to be involved/notified before planning can begin?

VOLUNTEER/ COLLABORATION? Where will you need additional assistance? Who can help in the planning/execution of the event?