



EVENT PLANNING SHEET



Please complete this form prior to meeting with Campus Life

Today's Date: _____

Name of Club, Organization or Class planning event: _____

Name of contact person: _____

Cell phone number: _____

Molloy email: _____

Name of Event: _____

Event Date: _____ Event Time: _____

Event Location: _____

Will there be a DJ or outside performers at this event? *If so, an entertainment agreement must be completed* _____

Food and Drinks (type, quantity, place of purchase): _____

Decorations: _____

Event Advertisement: _____

Work Order / Room Layout: _____

Any additional items needed? _____

Campus Life Use Only

Notes: