



Pre-Event Questionnaire

- What? What type of event are you planning?
- Celebration
 - Educational
 - Promotional
 - Commemoration
- Scope of Event?
- Breakfast
 - Luncheon
 - Cocktail Reception
 - Dinner
 - Lecture/Presentation
 - Campus-wide event
 - Weekend seminar/excursion
- When? What is the proposed date, or time frame of the event?
- Hosted By? School, and any additional sponsors or donors
- Venue? What type of location/venue would be appropriate?
- Attendees? How many people do you expect to invite? To attend?
- Who? Who will be attending this event
- Prospects/Donors
 - Senior Officers
 - Faculty
 - Staff
 - Students
 - Alumni
 - Others_____
- Budget? Approximate Budget? Billing account and address?