

CPJC Event Planner			
Title/Date/Time:			
Event Goal(s):			
Target Audience(s):			
Person Responsible:	Phone:	E-Mail	
Event summary:			
Event Details Complete all applicable items			
What	Who will arrange	When	Done
Theme or Topic			
Speakers			
Room or Space			
Equipment Needed			
Food			
Media/PR*			
Other			
Assessment			
What Went Well?			
What Needs Improvement?			
Memo to Selves for Next Event			

*See also CPJC's media planner for detailed PR planning.