

Determining Event Needs Worksheet

1. Facilities/Infrastructure	What We Have	Key Contact	What We Need	Key Contact
Event Site				
Entertainment Lodging 1 2 3	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
VIP/Sponsor Hospitality				
Signage				
Parking				
On-Site Transportation				
Food Services 1 2 3	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Utilities 1 2 3	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Stage/Sound System				
Waste Management				
Event Rentals 1 2 3 4	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

2. Expertise/People	What We Have	Key Contact	What We Need	Key Contact
Committee Leadership 1 2 3 4 5	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>
Committee Volunteers 1 2 3 4 5	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>
Paid Consultants 1 2	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Legal Consultants 1 2	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Financial Consultants 1 2	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Production/Technical Advisors 1 2	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Security Personnel				
Medical Coverage				
Artist/Designer				

	What We Have	Key Contact	What We Need	Key Contact
Set-up Support				
Trash Clean-up Crew				
3. Other Services				
Printing				
Silk Screening				
Ticket Sales				
Program Design				
Decorating				
Specialty Lighting				
Specialty Giveaway				
Photography				
Video Coverage				
Communications System				
Warehousing				

4. Finances	What We Have	Key Contact	What We Need	Key Contact
Basic Planning Budget				
IMWF Support				
Sponsorship Cash Support				
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
Sponsorship/In-kind Services				
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
Ticket Sales				
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
Concessions/Souvenir Sales				
1	_____	_____	_____	_____
2	_____	_____	_____	_____

Other: _____

5. Key Contacts

Essential Contact	Key Contact
a) _____	_____
b) _____	_____
c) _____	_____
d) _____	_____

6. Miscellaneous Other Needs

a) _____

b) _____

c) _____

d) _____

After you complete the worksheet, record for your committee some basic statements:

Commitment Parameters

Places (facilities/infrastructure)

We are ready to host this event after we are assured of: _____

People (expertise)

We need to bring together the following key players to contribute to this event: _____

Finances

We have the following avenues of support for our event: _____

Contracts

We need to arrange for the following key contacts: _____

Miscellaneous Other Needs

We cannot forget these other needs, including: _____

Now you have begun to the process of identifying all of the pieces of your event success.