

# Event Planning Project Requirements Form

Please complete this form to outline the requirements for the upcoming event. This document will be used for project planning and printing.

## 1. General Information

Event Title:	<input type="text"/>
Project Manager / Coordinator:	<input type="text"/>
Contact Phone Number:	<input type="text"/>
Contact Email Address:	<input type="text"/>
Target Event Date:	<input type="text" value="YYYY-MM-DD"/>

## 2. Event Specifications

Event Type (e.g., Conference, Gala, Seminar):	<input type="text"/>
Estimated Number of Attendees:	<input type="text"/>
Preferred Venue / Location:	<input type="text"/>
Event Duration (Hours/Days):	<input type="text"/>
Total Estimated Budget:	<input type="text"/>

## 3. Key Resource & Logistics Requirements

Audio/Visual Requirements (e.g., Microphones, Projector):	<input type="text"/>
Catering & Food Services Requirements:	<input type="text"/>
Room Setup & Seating Layout Preferences:	<input type="text"/>
Staffing & Security Requirements:	<input type="text"/>
Signage, Branding, & Marketing Needs:	<input type="text"/>

## 4. Additional Comments & Notes

Special Instructions or Considerations:	<input type="text"/>
Immediate Next Steps / Actions:	<input type="text"/>

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_