

Name of event	
Date	
Aim of event	
Event type	

EVENT BRIEF

Start time		Finish time	
Budget			
No. of guests			
Venue and location			
Event needs:	Details:		
Catering			
Drinks			
Entertainment			
Lighting		Audiovisual	
Printing			
Security			
Transport			
Insurance/permits			
Accommodation			
Waiting/bar staff			
Child minding			
Other			