

# 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	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

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

	What We Have	Key Contact	What We Need	Key Contact
Set-up Support				
Trash Clean-up Crew				
<b>3. Other Services</b>				
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: \_\_\_\_\_

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**Miscellaneous Other Needs**

We cannot forget these other needs, including: \_\_\_\_\_

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