

AFAS Event Planning Form

Name of Event

Purpose of Event

Targeted Audience

Date of Event **Location**

Collaborating Units

Cost Sharing Units

Advertising & Marketing Plan

**Other Activities
(such as meals, receptions,
locations of events
& how many people)**

Expenses for Guest Speaker

Estimated Cost of Airfare (actual if possible)

Estimated cost of local travel **Honorarium Amount**

Estimated amount of accommodations per night

Please attached a spreadsheet of the estimated budget for all cost associated with this event.