

# PLANNING YOUR EVENT

EVENT DATE:   
EVENT TIME:

## GUEST LIST:

- ☐ ATHLETES ☐ ATHLETIC DIRECTOR ☐ UNIVERSITY PRESIDENT  
☐ PARENTS/FAMILIES ☐ CONFERENCE OFFICE ☐ MASCOT  
☐ ATHLETIC DEPARTMENT STAFF ☐ COACHES ☐ TRAINERS ☐ OTHER

## LINE UP:

### PRESENTER:

WHO WILL RUN THE LIVE STREAM

  

### EMCEE:

WHO WILL HOST THE CEREMONY

  

### SPEAKERS:

- ☐ HEAD COACH ☐ CONFERENCE OFFICE  
☐ ATHLETIC DIRECTOR ☐ SENIORS AND/OR CAPTAINS  
☐ OTHER

## I WANT THEM TO FEEL...

USE THIS TO DEVELOP SPEAKER LINEUP, CHOOSE ATTIRE AND MUSIC

  
  
  
  

## I WANT THEM TO REMEMBER...

USE THIS AS YOU PUT TOGETHER YOUR SEASON HIGHLIGHTS

  
  
  
  

## ATTIRE:

- ☐ DRESSY ☐ CASUAL ☐ OTHER

WILL IT BE COMBINED  
WITH AN END OF THE YEAR  
AWARDS BANQUET?

- ☐ HAVE AWARDS BEEN DETERMINED?  
☐ DO THEY NEED TO BE ORDERED? ☐ OTHER

## HOW LONG SHOULD IT BE?

- ☐ 30 MINS ☐ 60 MINS ☐ OTHER  
☐ 90 MINS ☐ 120 MINS

