

HEALTH & HUMAN SCIENCES

EVENT PLANNING BRIEF

Event Name: _____

Event Date: _____	Location: _____	Start Time/End Time: _____

CONTACT INFO

Event Host: _____	TTU Email: _____	Phone Number(s): _____

EVENT STRATEGY

Purpose and goals: _____

Target Audience: _____	Key Messages: _____



HEALTH & HUMAN SCIENCES

LOGISTICS

Event Format/Set-up: _____

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Food Menu: _____

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Drinks: _____

--

Audio/Video: _____

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Event Supplies: _____

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Decorations: _____

--

Gifts/Swag: _____

--

Set-up/Tear-down plan: _____

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Security Needs:

**Required for alcohol*



TEXAS TECH™

HEALTH & HUMAN SCIENCES

MARKETING & DESIGN

Promotional methods: _____

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Design Needs: _____

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Invites: _____

--

Photography or Videography Needs: _____

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TEXAS TECH SERVICES TO CONTACT

Advancement (Anthology): _____

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TTUHSC Printing Center: _____

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Grounds Use: _____

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Parking: _____

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TEXAS TECH™