



Campaign Name:

Date:

Length:

Time:

Goal:

Target Market:

TM'S Challenge:

1)
2)
3)
4)

Venue: _____

Topics:

1)
2)
3)
4)

Venue Budget: _____

Present Name	Length of Each
_____	_____
_____	_____
_____	_____
_____	_____
Event Cost: _____	

Venue Capacity: _____

Refreshments, if yes what: _____

Platforms to use (at least)

Email Blog

Facebook Instagram

Linkedin Mailouts

Twitter Leaflets

Website Other

Landing Pages

Posters

Google+

Referrels

Equipment Needed

Projector

Projector Screen

Laptop and Lead

Clicker

Audio

White Board

Spare Batteries

Additional Staff:

Parking Details:

Extra Staff:

Sales Assests:

Brochures:

Sales Forms:

T's + C's:

Offers:

Booking Calendar:

Other: