EVENT OVERVIEW			
EVENT TITLE	CCC LAUNCH		
EVENT DATE	SATURDAY,	EVENT TIME	8:00PM
EVENT LOCATION	FAIRFAX COUNTY, VIRGINIA		
EVENT DESCRIPTION	CCC LAUNCH PARTY: HOTEL, WINE & CHEESE, HORDERVES + CASH BAR, 100 RSVP GUESTS, CCC SPOKESPERSON, STOKES GREETING W/POWERPOINT, PETSMART OBEDIENCE REP, AAT TRAINING REP WITH DOG, STELLA & DAVINCI INTRODUCTION, GOODNIGHT		

EVENT COORDINATOR INFORMATION			
COORDINATOR NAME			
COORDINATOR ORG	Canine Concierge Corporation		
TELEPHONE	571-375-5932		
"DAY OF" PHONE	202-961-4539	MAILING ADDRESS	1021 Elden Street, 106 - Herndon VA 20170
FAX			
EMAIL	finance@canineconcierge.vip	WEBSITE	canineconcierge.vip
ADD'L CONTACT NAME		ADD'L CONTACT EMAIL	
CONTACT PHONE 1		CONTACT PHONE 2	

EVENT SCOPE				
TARGET AUDIENCE				
MESSAGING				
OBJECTIVES				
	RISK MANAGEMENT			
IDENTIFIED RISKS		RISK MITIGATION		

	TASK CHECKLIST + DELEGATIO	N		
DATE COMPLETED	TASK	PARTY RESPONSIBLE		
	TEAM IDENTIFIED			
	FUNDING SOURCED			
	SPONSORSHIP OBTAINED			
	LOCATION SECURED			
	PERMISSION REQUESTED			
	PERMITS ISSUED / REQUESTED			
	PARKING / TRANSPORTATION LOGISTICS			
	event entertainment / Speakers Confirmed	EVENT ENTERTAINMENT / SPEAKERS CONFIRMED		
	TALENT REHEARSALS SCHEDULED			
	INVITE LIST COMPILED			
	RSVP PROCESS DEFINED			
	INVITATIONS COMPOSED / PRINTED			
	INVITATIONS SENT			
	PRINT ADVERTISING			
	RADIO / TELEVISION ADVERTISING			
	MEDIA ADVERTISING			
	EVENT SIGNS / SIGNAGE			
	PROGRAMS / CATALOGUES			
	PROMOTIONAL GIFTS			
	PRIZES / GIVEAWAYS			
	DECORATIONS / FLORAL			
	SEATING			
	TABLES / LINENS			
	GLASSES / DISHES / FLATWARE / NAPKINS			
	FOOD / MENU / DIETARY CONCERNS ADDRESSED			
	BEVERAGES			
	ADDITIONAL STAFF			
	SECURITY / FIRST AID			
	ADA ACCESS			
	HOUSEKEEPING			
	EVENT FLOOR PLAN / SET-UP			
	GUEST GREETERS / USHERS			
	registration area and process			

	GUEST AND PARTICIPANT FEEDBACK / REVIEW SYSTEM DEVELOPED		
	SPECIFIC		
EQUIPMENT REQUIRED	COMMENIS: AVAI	LABLE IN-HOUSE, SPEAKER 1	WILL PROVIDE, ETC.
LIGHTING			
SOUND			
MICROPHONES			
STAGE			
PODIUM			
BACKGROUND MUSIC			
DESCRIBE STAGING SET- UP AND REQUIREMENTS			
A/V POINT OF CONTACT		A/V PHONE	
A/V EMAIL		ADDITIONAL STAFF	
DESCRIBE ANY ADDITIONAL SET-UP REQUIREMENTS			
	POST-EVENT	EVALUATION	
OBJECTIVES MET?			
BUDGETARY			
CONSTRAINTS MET?			
UNINTENDED POSITIVE OUTCOMES?			
UNINTENDED NEGATIVE OUTCOMES?			

FEEDBACK ANALYSIS	
STAFF AND VENDOR EVALUATION	
REVIEW OF MEASUREMENTS FOR SUCCESS	
CELEBRATION & THANK YOUS TO TEAM , STAFF, VENDORS, GUESTS, ETC.	

ADDITIONAL	COMMENTS