



**BLOGGING**  
CONCENTRATED

EVENT DAY BRIEF  
PREPARED FOR \_\_\_\_\_  
By:  
Contact Number:

Name of Event:

Date of Event:

Start Time:

End Time:

Keynote Start Time:

Location:

Location Phone Number:

Organization Point of Contact & Cell:

Staff & Cell:

Synopsis of Event

Set-Up Details:

Catering Contact Info:

Catering Start Time:

Number of special meals:

Tear Down Details:

Please indicate event goal:

Attendee list:

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Volunteer Contact List:

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Detailed Timeline: (example time slots)

2:30pm .  
2:35pm  
2:50pm  
3:15pm  
3:30pm

People who get thank you notes:

List of Needed Equipment:

Power Strips  
Cords  
Table skirting  
Projector  
Mac dongle  
Name Cards  
Name Tags  
Registration Page  
Registration Packets  
Swag  
Camera  
Video Camera  
Lights  
Sponsor Material  
Power Point

NOTES

