







Event Planning Itinerary Template

EVENT ORGANIZER	
 EVENT NAME	
 EVENT DATE	
 EVENT TIME	
 EVENT LOCATION	

 TIME	ACTIVITY	EXPENSES	SUPERVISOR	ATTENDEES	OTHER INFO
7 a.m.					
8 a.m.					
9 a.m.					
10 a.m.					
11 a.m.					



 TIME	ACTIVITY	EXPENSES	SUPERVISOR	ATTENDEES	OTHER INFO
12 p.m.					
1 p.m.					
2 p.m.					
3 p.m.					
4 p.m.					
5 p.m.					
6 p.m.					
7 p.m.					



 TIME	ACTIVITY	EXPENSES	SUPERVISOR	ATTENDEES	OTHER INFO
7 p.m.					
8 p.m.					
9 p.m.					
10 p.m.					
11 p.m.					
12 a.m.					