



EVENT PLANNING FORM

Event Date: _____

Anticipated Number of Attendees: _____

Event Title: _____

Event Location: _____

Event Type: Presentation Informational Booth
 New Event Previously Attended

Hotel Accommodations Needed Yes No
 (See Notes Below for Hotel Name and Confirmation Number)

SMP Printed Materials

Item Name	Quantity Needed	Quantity on Hand	Need to Order
Healthcare Tracker			
DBL Sided SMP Information Sheet			
Newsletter: The Scoop			
Volunteer Recruitment Flyer			
Tribal Specific Brochure			

SMP Give Away Items/Swag

Item Name	Quantity Needed	Quantity on Hand	Need to Order
When to Contact SMP Magnet			
Jar lid Opener			
Letter Opener			
Presentation Only Items – 1 Packet/attendee			
• Blue Document File Folder			
• SMP Pen			

SMP Additional Materials

Item Name	Quantity Needed	Quantity on Hand	Need to Order
SMP Talking Points			
Volunteer Recruitment Poster			
Celebrity Scam Poster			
Newsletter Sign-up Sheet			
Fraud Alerts			
Ingrid + Susan Business Cards (please circle whose card/s are needed)			

Notes: _____

Hotel Accommodations at: _____

Confirmation #: _____

Tax Exempt Form: _____