

Continuing & Professional Education Event Planning Form

This form is intended to give you a starting point to planning your CE event. Below you can list out some of the things that should be considered when putting together an event. If you need help filling out this form, see the prompts that appear when you put the cursor over the form field, or [contact the CE Office](#). Or, if you start working on the form and realize that you would like some help planning the event all together, fill out the [Event Request Form](#) or click on the contact link above.

Event Name:

Sponsor(s):

EVENT DETAILS

How many days will the event last?

What is the expected attendance?

Proposed dates:

Are these dates flexible?

Yes No

Possible locations and/or venues:

Things to consider regarding venues:

Proximity to intended audience
Proximity to lodging and catering options
Audience size and potential needs
On-site parking

Who is the intended audience for this event? Will it be restricted in any way?

Who are the potential instructors for this event?

Will there be a field component?

Will meals be provided for this event?

Yes No

Will lodging be needed for the participants?

Yes No

Continuing Education Credits will be requested from the following organizations:

FUNDING

Funding Available:

Will still need at least...

Potential sources of funding:

EVENT SUPPORT

Support needed *prior to event* (please check all that apply):

- Advertising (Creation and/or Distribution of Materials)
- Registration Management
- Collection, Creation, and/or Distribution of Workshop Materials
- Creation of Name Badges
- Set-up of meeting space
- Other (please indicate)

Support needed *during event* (please check all that apply):

- Audio/Visual Equipment
 - Attendee Welcome and Support
 - Volunteer Management
 - Group Leaders/Facilitators
 - Safety Equipment (Distribution and/or Organization)
 - Chaperones (for events with children)
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PLEASE NOTE:

This form does not include any information about how to create a budget for your event. If you are in need of budget support, please use the budget form available on the [CPE Website](#) (see the Event Planning resources box in the sidebar) or talk to your business center.

For more information or to talk with someone about your Continuing Education Event, please contact the Continuing & Professional Education Office at CoFContEd@oregonstate.edu or 541.737.3740.