

Project Assessment Form: Event Planning

This **project assessment form sample** is designed specifically for event planning, helping organizers evaluate all critical aspects of their projects. It ensures thorough analysis of resources, timelines, and potential risks to guarantee successful event execution. Utilizing this form streamlines decision-making and improves overall project management efficiency.

Event Name:

Event Date:

YYYY-MM-DD

Event Organizer(s):

Project Objectives:

Resource Assessment

Resource Type	Availability	Notes
Venue	<div>Available</div>	<div>Details...</div>
Equipment	<div>Available</div>	<div>Details...</div>
Staff/Volunteers	<div>Available</div>	<div>Details...</div>
Budget	<div>Secured</div>	<div>Details...</div>

Project Timeline and Milestones:

List major milestones and deadlines

Risk Assessment:

Potential Risk	Probability	Impact	Mitigation Strategy
<div>e.g. Bad weather</div>	<div>Low</div>	<div>Low</div>	<div>e.g. Arrange tents</div>
<div></div>	<div>Low</div>	<div>Low</div>	<div></div>

Additional Comments/Notes:

Submit Assessment