

AI + ECP Event Planning Templates Guide

A practical companion to **How to Use the ECP Event Planning Templates with AI**

AI CAN ASSIST	PLANNER VERIFIES	PLANNER DECIDES
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How to use this guide

Use this guide alongside the ECP training video and the actual ECP templates. Follow the video in sequence, pause when you reach each planning stage, and use the guidance and prompt starters here while working in the corresponding template.

AI is there to create a useful starting point, organize information and support your work. The planner remains responsible for verifying the output and making the final event decisions.

Know the work. Use AI to support the work. Know enough to judge the result.

The ECP planning progression

PLAN	Event Planning Critical Path Toolkit Build the event work plan and key milestones.
DEVELOP	Program & Agenda Planning Toolkit Turn event objectives and requirements into a practical agenda.
SOURCE	Venue Sourcing Toolkit Define venue requirements, prepare the RFP, and compare proposals and costs.
GET READY TO DELIVER	Event Readiness Checklist Confirm the essential details are ready before delivery.

Before you begin

Have the event information available before prompting AI: event purpose, audience, date and timing, format, location, expected attendance, known program elements, venue or supplier requirements, and any decisions already confirmed. If information is unknown, ask AI to flag the gap rather than invent an answer.

Using the ECP templates with AI

Work through the templates in the same sequence demonstrated in the training video. Each section below tells you what to provide, where AI can help, and what you should verify before using the result.

1. PLAN - Event Planning Critical Path Toolkit

WHAT TO PROVIDE: Provide the event information from the Event Information tab, including the event date, format, audience, expected attendance, major program elements and any known deadlines.

AI CAN ASSIST: AI can review the existing ECP Critical Path tasks, identify which appear relevant to your event, suggest reasonable target dates by working backward from the event date, identify dependencies and flag information that still needs to be confirmed.

STARTING PROMPT

"Using the information in the Event Information worksheet, review the existing ECP tasks in the Critical Path and identify which tasks appear relevant to this event. Keep the existing ECP workstreams and task structure. Suggest reasonable target dates by working backward from the event date and identify dependencies where appropriate. Do not invent missing information; flag anything that requires planner review."

PLANNER VERIFIES: Check the sequence, deadlines, dependencies, ownership and event-specific requirements. Add tasks that come from your organization, venue, suppliers or approval process. Remove anything that does not apply.

2. DEVELOP - Program & Agenda Planning Toolkit

WHAT TO PROVIDE: Provide the event objectives, audience, overall timing, confirmed sessions or activities, speaker/facilitator information, breaks, meals and any known room or operational constraints.

AI CAN ASSIST: AI can help turn known program requirements into an initial agenda structure, suggest a logical flow and flag gaps that still require decisions.

STARTING PROMPT

"Using the event objectives, audience, timing and confirmed program elements provided, draft a practical agenda using the ECP Program & Agenda structure. Clearly flag items that still require planner confirmation."

PLANNER VERIFIES: Check timing, flow, breaks, room needs, audience experience, speaker/facilitator requirements and operational feasibility. The agenda should reflect what is actually possible on event day.

A useful habit while following the video

Keep the ECP template as the working record. AI output should be reviewed and transferred into the template only after you are comfortable that it fits the event. As decisions change, update the template so it remains the current planning source.

Continue the workflow

3. SOURCE - Venue Sourcing Toolkit

WHAT TO PROVIDE: Start with the Venue Requirements file. Provide the event date, attendance, room and space needs, food and beverage requirements, AV/Wi-Fi needs, accessibility requirements and other known venue criteria.

AI CAN ASSIST: AI can help organize venue requirements, turn them into clear RFP language, and later summarize proposal information to support comparison.

STARTING PROMPT

"Using these event and venue requirements, draft clear venue RFP language. Keep the requirements specific, do not invent details, and identify information that still needs to be confirmed."

PLANNER VERIFIES: Verify every requirement before the RFP is issued. When proposals arrive, compare AI summaries with the original venue responses. Check dates, space, capacities, inclusions, exclusions, taxes and fees, AV/F&B; terms and total costs yourself. Use the Proposal & Cost Comparison file as the working comparison record.

4. GET READY TO DELIVER - Event Readiness Checklist

WHAT TO PROVIDE: Provide the most current event information and use the completed planning tools as your source. Include confirmed program, venue, suppliers, logistics and any outstanding decisions.

AI CAN ASSIST: AI can help review the information you have, identify possible gaps and generate questions for items that still need confirmation.

STARTING PROMPT

"Review the event information provided against this ECP Event Readiness Checklist. Identify items that appear complete, items that need confirmation and questions the planner should resolve before event delivery. Do not mark an item complete unless the information supports it."

PLANNER VERIFIES: The planner determines whether the event is actually ready. Confirm outstanding items directly with the responsible people, suppliers and venue. Do not treat an AI statement as confirmation.

Before you use AI output

- Did AI use only the information you provided, or did it make assumptions?
- Are dates, times, costs, capacities and other factual details supported by the source material?
- Does the recommendation make operational sense for this event?
- Have contractual, financial and supplier details been checked against the original documents?
- What still requires a human decision or direct confirmation?

AI CAN ASSIST → PLANNER VERIFIES → PLANNER DECIDES

Know the work. Use AI to support the work. Know enough to judge the result.