**ADVISORY 9 SERVICE PROJECT**

**EVENT PLANNING SHEET**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **ACTIVITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_ LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Planning To-Do List**

|  |  |  |  |
| --- | --- | --- | --- |
| **WHAT** | **BY WHEN** | **WHO** | **NOTES** |
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**Supplies & Equipment:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplies** | **How much/how many?** | **Where from?** | **Cost ?** |
|  |  |  |  |
|  |  |  |  |
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**Day-of Timeline:**

|  |  |  |  |
| --- | --- | --- | --- |
| **WHEN** | **WHAT** | **WHO** | **NOTES** |
| Set-Up |  |  |  |
|  |  |  |  |
| Take-Down |  |  |  |

**Communication Plan**

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| --- |
|  |

Think of the items above that YOU are responsible for…

* How will you make sure you remember what they are?
* How will you ensure you remember to complete them?

***Do this now while it is fresh in your memory (put a reminder in your phone etc..)***