

Preparation

EVENT: _____

GROUP: _____

Event Date: _____

Revisions/ Improvements (Point form):

Supplies Needed:

Who:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Tasks Completed:

Announcements: [] Large Poster: []

Photographer: [] M.C.: []

Picture poster: [] Thank You's: []

Donations: []

Above and Beyond (what & who):

Sound / Music Needed: yes / No

Music provided by: _____

Mic provided by: _____

Materials needed to be donated / purchased: (donations preferred over purchasing!)

Venue: **Where:** _____ **Permission to use?:** Yes/No

Who did you book with? _____ **Who booked the Venue?** _____