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| --- |
| **Program Planner** |
| **Program Name** |   |
| **Program Date:** |   |
| **Program Location:** |   |
| **Program Time:** |   |
| **Point Person or Team Leader:** |   |
| **Purpose /Desired Outcome:** |   |
| **Set Up Time:** |   |
| **Marketing Timeline** | **Type of Marketing** | **Timeline** | **Point Person** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| **Program Description:**  |  |
| **Task Assignments** | **Task** | **Point Person** |
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**Budget**

Artists/Speakers/Guests Fees: $ \_\_\_\_\_\_\_\_\_

Equipment Rental: $ \_\_\_\_\_\_\_\_\_

Supplies: $ \_\_\_\_\_\_\_\_\_

Food: $ \_\_\_\_\_\_\_\_\_

Advertisements $ \_\_\_\_\_\_\_\_\_

Prizes/Giveaways: $ \_\_\_\_\_\_\_\_\_

**Total Budget** **$ \_\_\_\_\_\_\_\_\_**

**Reservations & Shopping**

**Reservations:**

**Point Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Space Request:**

**Option 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Option 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment List:**

**Date Needed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Item** | **Location** | **Contact Person** |
|   |   |   |
|   |   |   |

**Supply List:**

**Date Needed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Item** | **Location** | **Contact Person** |
|   |   |   |
|   |   |   |

**Special Requests:**

**Date Needed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Item** | **Location** | **Contact Person** |
|   |   |   |
|   |   |   |

**Event Assessment**

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| --- | --- | --- |
| **Day – of Event Assessment** | **Assessment Type (i.e. electronic survey, paper survey,**  | **Point Person (implement)**  |
|   |   |   |
|   |   |   |
|   |   |   |

**Shopping:**

**Point Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Shopping List:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity** | **Website/Specific Description** |
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| **Timelines:****Program Planning Timeline (Include space reservations, food, food permits, shopping, fundraising, etc):****Marketing Timeline (Include designing, social media, flyers, tabling, etc):** |

|  |
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| **Event Wrap Up***Complete the following after your event and save for your records.***Attendance:****Strengths of Event:****Areas of Improvement:****External Factors Occurring During Event:****Would you host this event again?****Review of Survey Results:** |