

WORKSHEET FOR PLANNING MULTI-ACITIVITY EVENTS

PLACE _____ DATE _____ NO. EXPECTED _____

TIME(start) _____ (close) _____

EVENT THEME _____

GENERAL CHAIRMAN _____

WORKING COMMITTEES:

(all committees responsible for cleaning up their own messes.)
Interest and promotion (Invitation, posters, flyers, build-up,
hype, etc.):

Atmosphere (Decorations, costumes, facilities, etc.):

Program activities (entertainment, group leaders, etc.):

Refreshments (if any):

Clean up:

ORDER OF EVENTS

TIME	EVENT	LEADER	MATERIALS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____