Insert name of event:

Insert date of event:

Insert time of event:

Insert location or venue of event:

Contact: (Insert name and phone number of who to contact in case of an emergency)

TIME			ACTION / TASK	RESPONSIBILITIES
Start time	Finish time	Duration	Insert description of what needs to be done.	Who is responsible?

Contacts: (an easy reference of key contacts for your event and their contact details)

Notes:

THE
MARKETING
GP