



# Activities Planner and Report

Event Name
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Location	Time	Date
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Meeting Date Presented and Approved
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Event Description, Purpose and Objectives

Event Chairman, Committee

Facilities, Other People Required	Reserved With and Date

Advisor Coverage and Drivers	

Budget Income	Expense			
		\$		\$
		\$		\$
		\$		\$
		\$		\$

Phoning, Invitations or Notices Required	Assigned to	Completed

Participants Planned	Attended	Participants Planned	Attended
1		12	
2		13	
3		14	
4		15	
5		16	
6		17	
7		18	
8		19	
9		20	
10		21	
11		22	

**COMPLETE BEFORE EVENT**

