 **EVENT PLAN** (Event Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| Event Name: |  | Venue: |  | Venue Contact: |  |
| Venue Type: |  | Capacity: |  | No. of Staff: |  |
| Date/Time: |  | Setup Time: |  | Person Responsible: |  |

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| **Cost** | | **Budget** | | | |
| Per Person: |  | Total Revenue: | |  | |
| Total: |  | Cost Per Ticket: | |  | |
|  | | Total Budget: | |  | |
|  | |  | | | |
| **Expenses** | | | | | |
| **Item Name** | | | **Hours** | | **Cost** |
| Venue | | |  | |  |
| Band/DJ/Entertainment | | |  | |  |
| Dance Instructor | | |  | |  |
| Advertising | | |  | |  |
| Decorations | | |  | |  |
| Food/Catering | | |  | |  |
| Other | | |  | |  |
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| **Total** | | |  | |  |

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| **Checklist** | | | |
| **30 Days Before Event** | | | |
| **Task to be Completed** | **Due Date** | **Assigned To** | **Completed Date** |
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| **7 Days Before Event** |  |  |  |
| **Task to be Completed** | **Due Date** | **Assigned To** | **Completed Date** |
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| **1 Day before Event** |  |  |  |
| **Task to be Completed** | **Due Date** | **Assigned To** | **Completed Date** |
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