 **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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