

DeMolay Event Planner

<p>Event Title _____</p> <p>Date ____/____/____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Chairman _____</p> <p>Committee Members</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> <p>Advisor _____</p> <p>Preferred communication method</p> <p>_____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Where will it be held?</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Why are you having it</p> </div> <p>People needed</p> <p># of Members _____</p> <p># of Advisors _____</p> <p>Expected # of Attendees _____</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Who is it for? Circle all that apply</p> <p>Members Advisors</p> <p style="padding-left: 100px;">Prospects public</p> <p>Other chapters friends</p> <p style="padding-left: 100px;">Family other _____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>What is it? Description of event</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>When is it?</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>How are you getting there?</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Driver(s)</th> <th style="text-align: left;">#seats agreed?</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____ yes/no</td> </tr> <tr> <td>_____</td> <td>_____ yes/no</td> </tr> <tr> <td>_____</td> <td>_____ yes/no</td> </tr> <tr> <td>_____</td> <td>_____ yes/no</td> </tr> <tr> <td>_____</td> <td>_____ yes/no</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>_____</td> </tr> </tbody> </table> </div>	Driver(s)	#seats agreed?	_____	_____ yes/no	_____	_____ yes/no	_____	_____ yes/no	_____	_____ yes/no	_____	_____ yes/no	Total	_____
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_____	_____ yes/no														
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_____	_____ yes/no														
_____	_____ yes/no														
_____	_____ yes/no														
Total	_____														

Equipment Needed

Task	Person Assigned	Complete by date	Done (initial)

DeMolay Event Planner

Task	Person Assigned	Complete by date	Done (initial)

Budget

Item	cost	quantity	Total cost

Total Cost \$ _____

Feedback:

What worked well?

What Could be improved?

Chapter Advisor Approval _____