



Activities Planner and Report

Event Name

Location	Time	Date
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Meeting Date Presented and Approved

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

