

REDEFINING *beauty*

Date:

Start Time:

End Time:

Location:

Invitation: Yes / No

Distribute by date:

Details to include:

Speaker: Yes / No

Option #1

Option #2

Option #3

Music: Yes / No

Option #1

Option #2

Option #3

Decorations:

color / theme

centerpieces

tableware

cups

plates

napkins

utensils

Favors: Yes / No

Option #1

Option #2

Option #3

Promotion Ideas::

BUDGET

item	amount
decorations & tablescape	
service-ware	
food & drinks	
favors & gifts	
honorarium	
other supplies	
TOTAL	

teamwork

task	person
Decor/Shopping	
Set Up	
Serving	
Clean Up	
Centerpieces	
Favors	
Speaker Host	
Promotion	

ALSO CONSIDER

shopping list

event details

...timing of event...

Set up

Start

Welcome

Opening Prayer

Speaker

Q&A

Closing Remarks

Clean Up

...who's doing what...

set up

serving

mc

clean up

follow up with...

remember to bring