SDAPAYPG Event Sheet

EVENT		DESCRIPTION:
LEAD COMMITTEE		
LEAD ORGANIZER		
SUPPORT ORGANIZER		

WHEN/WHERE/WHO

DATE	
TIME	
LOCATION NAME	
LOCATION ADDRESS	
LOCATION CONTACT	
EXPECTED LEVEL OF PARTICIPATION	

TO DO ITEMS

ITEM	RESPONSIBLE	DUE BY DATE	CONFIRMED
Secure location	[name]		Yes or No
Secure speaker(s)	[name]		
Distribute notifications	[name]		
Gather materials	[name]		
Other 1			
Other 2			
Other 3			

NOTIFICATIONS

ITEM	RESPOSIBLE	SCHEDULE	DATE
Eblast	[name]	1st invitation	
		Reminder	
		Final Reminder	
Flier	[name]	Draft	
		Final	
Facebook Post	[name]		
LinkedIn Post	[name]		
SDAPA eMail/Website	[name]		

MATERIALS LIST

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OTHER