



Event Plan

To schedule an event, return this form to Mary Hodges

Today's Date: _____

EVENT:	
LOCATION:	
DATE(S):	
PERSON IN CHARGE:	

Action Item	Who is Responsible	Who will help	Resources Needed	Due Date
Planning				
Budgeting				
Room un-lock and Set-up				
Room Clean-up				
Food Preparation				
Kitchen Clean-Up				
Lights-out and lock-up				

APPROVALS:

Parish Administrator

Dean (*required for budget expenditure*)