



## Event Plan

*To schedule an event, return this form to Mary Hodges*

Today's Date: \_\_\_\_\_

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

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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*)