EVENT PLANNING CALENDAR

Use this form to keep track of due dates and responsibilities for your event.

	DUE DATE	LEADER RESPONSIBLE FOR COMPLETING	COMPLETED DATE	NOTES
BUILDING USE COMPLETED				
COMMUNICATION REQUEST				
REGISTRATION DEADLINE				
BALANCE DUE				
T-SHIRT DESIGN				
VIDEO				

EVENT PROMOTIONAL CALENDAR

Schedule promotion ***with emphasis*** of post for each item. Maximum of 2 weeks in a row in the guide for each emphasis.

GUIDE DATE	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___
WEEKS OUT	**8**	**7**	**6**	**5**	**4**	**3**	**2**	**1**
GUIDE								
FACEBOOK								
EMAIL								
TEXT								