Women’s Event Planning Worksheet

(Name of Event, Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **DETAILS** |  | **ASSIGNED PERSON** |
| Purpose  |  |  |
| Scriptural Focus |  |  |
| Location |  |  |
| Main Speaker, gift of appreciation |  |  |
| Decorations |  |  |
| Food |  |  |
| Kitchen Team |  |  |
| Publicity |  |  |
| Speaker – Gift of Appreciation |  |  |
| Craft |  |  |
| Music |  |  |
| Child Care |  |  |
| Prizes or Favors |  |  |
| Method of Registration |  |  |
| Ticket price or suggested donation |  |  |
| Set Up Team |  |  |
| Clean Up Team |  |  |
| Follow Up ( postcard, phone call, Bible study, next event) |  |  |
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