

Event Planner

Overview:

Group name:
 Event name:
 Description:
 Organiser:

Date:

Bookings:

Venue:
 Equipment:
 Transport:
 Guests/ instructors:

Booked by:
 Booked by:
 Booked by:
 Booked by:

Member information:

Start date:
 End date:
 Meet @
 Cost per person £ Deposit: £
 Personal equipment required:

Time:
 Time:
 Uniform: Yes No
 Deadline to apply:

Programme

Description	Time	Responsibility

Notes & Announcements:

Stop and Think!

What went well?

What would you do differently next time?