

# Community Event Planner

| OVERVIEW          |  |
|-------------------|--|
| EVENT NAME        |  |
| EVENT DATE & TIME |  |
| EVENT LOCATION    |  |
| EVENT NOTES       |  |

| EVENT COORDINATOR INFO |  |              |         |
|------------------------|--|--------------|---------|
| NAME                   |  | ORGANIZATION | PHONE # |

| EVENT SCOPE     |            |
|-----------------|------------|
| TARGET AUDIENCE | OBJECTIVES |

| TASKS |             | SPECIFICATIONS |       |
|-------|-------------|----------------|-------|
| TASK  | ASSIGNED TO | SPEC           | NOTES |
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| POST EVENT EVALUATION |
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