Monthly Event Planning Schedule

Month / Year

e.g. June 2024

Overview & Goals

Describe the month's key events and goals...

Event Schedule

Date	Event Name	Location	Responsibility	Notes
	Event Title	Venue/Platform	Person/Team	
	Event Title	Venue/Platform	Person/Team	
	Event Title	Venue/Platform	Person/Team	

General Notes / Reminders

Any other important notes or reminders...