

# Event Day Preparation Planning Sheet

## Event Details

Event Name

Enter event name

Date

Location

Event location

## Contacts

Name	Role	Phone	Email
Contact name	Role	Phone	Email

## Schedule

Time	Activity	Responsible	Notes
	Activity	Name	Notes

## Equipment & Materials

Item	Quantity	Status	Notes
Item name		To bring/Set up	Notes

## Notes

Additional notes or reminders