

# Event Day Preparation Planning Sheet

## Event Details

Event Name

Enter event name

Date

Location

Event location

## Contacts

Name	Role	Phone	Email
<div>Contact name</div>	<div>Role</div>	<div>Phone</div>	<div>Email</div>
<div></div>	<div></div>	<div></div>	<div></div>

## Schedule

Time	Activity	Responsible	Notes
<div></div>	<div>Activity</div>	<div>Name</div>	<div>Notes</div>
<div></div>	<div></div>	<div></div>	<div></div>

## Equipment & Materials

Item	Quantity	Status	Notes
<div>Item name</div>	<div></div>	<div>To bring/Set up</div>	<div>Notes</div>
<div></div>	<div></div>	<div></div>	<div></div>

## Notes

Additional notes or reminders