

# Blank Festival Event Coordination Agenda

Date: \_\_\_\_\_ | Location: \_\_\_\_\_ | Coordinator: \_\_\_\_\_

## Agenda Overview

Time	Activity/Session	Responsible	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Key Contacts

- Team Member(s): \_\_\_\_\_ Phone: \_\_\_\_\_
- Venue Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
- Vendors: \_\_\_\_\_ Phone: \_\_\_\_\_

## Checklist

- ☐ Venue confirmed
- ☐ Permits acquired
- ☐ Equipment organized
- ☐ Staff scheduled
- ☐ Communication plan
- ☐ Emergency plan
- ☐ Other: \_\_\_\_\_

## Notes

Additional notes...