

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...