

Program Planning

Program: _____

Coordinator: _____

Presenter(s): _____

Date/Time/Location: _____

	Meeting room reservation made or offsite location confirmed (date):	
	Presenter(s) contract return date and method	
	Event entered in meeting room book, personal calendar, online calendar	
	Books/materials to use:	
	Activities	
	PR created and emailed in jpg. Name of person creating:	
	FB, Twitter & website posts scheduled for:	
	Other Social Media posts (type and date):	
	Supplies needed:	
	Supplies needed by date:	
	Supplies ordered or put on shopping list	
	Invoice for presenter(s) submitted on	
	Room set up date/time	
	Room cleaned up	

Attach any supporting information and copy of a contract or confirmation email if applicable.