

Event Planning

Basic Schedule

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

DTG: \_\_\_\_\_

Adult POC: \_\_\_\_\_

Youth POC: \_\_\_\_\_

1. Reserve Event site: \_\_\_\_\_ DTG: \_\_\_\_\_

2. Meet at: \_\_\_\_\_ DTG: \_\_\_\_\_

3. Depart from: \_\_\_\_\_ DTG: \_\_\_\_\_

4. Arrive at: \_\_\_\_\_ DTG: \_\_\_\_\_

5. YOYO Dinner, Breakfast, Lunch, Dinner, Breakfast

(Circle the once that apply)

6. Events: \_\_\_\_\_

7. Depart from: \_\_\_\_\_ DTG: \_\_\_\_\_

8. Arrive at 1424 Morganton Rd St James Church \_\_\_\_\_ DTG: \_\_\_\_\_

9. Estimated Cost: \_\_\_\_\_