DATE COMPLETED:_____

ACTIVITY #4D:
Event Planning Step-by-Step

Chairs: Get together with your team and meet as a. sub-committee to divide up the tasks.

ACTION/EVENT:		
Event Chair(s):		
Steps/Tasks?	**Who?**	**When?**
Break it down into small, manageable steps:	*Who will do for step:*	*List date "by when" each step should be completed:*