

Event Planner

Overview:

Group name:

Event name:

Description:

Organiser:

Date:

Bookings:

Venue:

Equipment:

Transport:

Guests/ instructors:

Booked by:

Booked by:

Booked by:

Booked by:

Member information:

Start date:

End date:

Meet @

Cost per person £

Deposit: £

Personal equipment required:

Time:

Time:

Uniform: Yes ☐ No ☐

Deadline to apply:

Programme

Description	Time	Responsibility

Notes & Announcements:

Stop and Think!

What went well?

What would you do differently next time?