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| **OVERVIEW** | | | | | | | | | | |
| **general event information** | | | | | | | | | | |
| Lead organization(s) | |  | | | | | | | | |
| Primary Contact(s) | |  | | | | | | | | |
| TARGET AUDIENCE | |  | | | | | | | | |
| date | |  | | | rain date |  | | | | |
| start time | |  | | | end time |  | | | | |
| event location | |  | | | | | | | | |
| directions / map | |  | | | | | | | | |
| Notes | |  | | | | | | | | |
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| **partners** | | | | | | | | | | |
| name | | | general role(s) | | | | | jobs/tasks | | |
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| **Workshop Topics and speakers** | | | | | | | | | | |
| General |  | | | | | | | | | |
| CEUs, CCH or parp? | |  | | | | | **By Whom?** | | |  |
| topic | | | | speaker(s) | | | | have bio? | any fees | equipment needs |
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| **AGENDA & MATERIALS** | | | | | |
| **workshop agenda** | | | | | |
| general |  | | | | |
| speaker | | | topic | start | stop |
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| **HandoutS/materials** | | | | | |
| General |  | | | | |
| description | | | | provided by | |
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| **VENUE** | | | | |
| **FACilities / equipment** | | | | |
| description | | qty/Size needed | available at site? | provided by |
| Screen / Projector / Clicker | |  |  |  |
| Microphone | |  |  |  |
| Tables / Chairs | |  |  |  |
| Bathrooms / Port-a-Pots | |  |  |  |
| Tent | |  |  |  |
| Computer | |  |  |  |
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| **Parking / signage** | | | | |
| description | | qty needed |  |  |
| Event Signage | |  |  |  |
| Parking signage / cones | |  |  |  |
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| **EVENT LOGISTICS** | | | | | | |
| **REGISTRATION** | | | | | | | |
| REQUIRED? | |  | DEADLINE: | |  | |
| online? | |  | DEADLINE: | |  | |
| by phone? | |  | who takes phone reg? | |  | |
| price/person: | |  |  | |  | |
| INCLUDE MEAL / REFRESHMENTS? | |  | iF NOT, COST FOR MEAL: | |  | |
| other fees? (Parp, handouts) | |  | if not, cost | |  | |
| specific invitees: (PHONE CALLS TO MIDDLE ADOPTERS ENCOURAGED) | |  | | | | |
| Notes |  | | | | | |
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| **promotion** | | | | | | | |
| SAVE THE DATE (Y/N) | |  | DEADLINE: | |  | |
| FLYER (Y/N) | |  | DEADLINE: | |  | |
| PRESS RELEASE (Y/N) | |  | Deadline: | |  | |
| sponsor logos to include | |  | | | | |
| Notes |  | | | | | |
| Invitations to govt officials |  | | | | | |
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| **DAY OF EVENT DUTIES** | | | | | | | |
| Duties | | | | person | | person |
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| **CATERING / DRINKS** | | | | |
| **morning Y/N** | | | | | |
| Description | | Caterer/source | qty | budget | |
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| **MEAL Y/N** | | | | | |
| Description (drinks Included?) | | Caterer/source | qty | budget | |
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| **AFTERNOON Y/N** | | | | | |
| Description | | Caterer/source | qty | budget | |
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| **BUDGET** | | | | | | |
| **Income** | | | | | | |
| registration / grants | | | | | AMOUNT | |
| Registration Fees | | \_\_\_\_\_\_\_ x $\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | |
| Grant | |  | | |  | |
| **sponsorship** | | | | | | |
| organization / contact | | | cash | Food | Other | Amount |
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| **expenses** | | | | | | |
| item | | | | | AMOUNT | |
| Printing (Flyers/Handouts) | | | | |  | |
| Advertising | | | | |  | |
| Facility Fee | | | | |  | |
| Table/Chairs | | | | |  | |
| Port-a-Pot | | | | |  | |
| Speaker Fees | | | | |  | |
| Catering | | | | |  | |
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| TOTAL ANTICIPATED EXPENSES | | | | |  | |
| Notes |  | | | | | |
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| **CONTACT LIST** | |
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