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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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| Notes |  |
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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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| Notes |  |
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| **AGENDA & MATERIALS** |
| **workshop agenda** |
| general |  |
| speaker | topic | start | stop |
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| Notes |  |
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| **HandoutS/materials** |
| General  |  |
| description | provided by |
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| Notes |  |
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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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| Notes |  |
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| **Parking / signage** |
| description | qty needed |  |  |
| Event Signage |  |  |  |
| Parking signage / cones |  |  |  |
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| Notes |  |
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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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| Notes |  |
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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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