

Event management

| Event Name | Date of Event |
|------------|---------------|
| | |

| Reason for Event |
|------------------|
| |

| Details of Venue | |
|------------------|--|
| Location | |
| Date & Time | |
| | |

| Participants |
|--------------|
| 1. _____ |
| 2. _____ |
| 3. _____ |
| 4. _____ |
| 5. _____ |
| 6. _____ |
| 7. _____ |

| Event – Activities List | | | | |
|-------------------------|------------------|------------|----------|------------|
| Sr | Event / Activity | Start Time | End Time | Perform by |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Total Budget | |
|--------------|-----------|
| Description | Cost (\$) |
| | |
| | |
| | |

Event Organized By

Date
