|  |  |  |  |
| --- | --- | --- | --- |
| Nombre del Responsable: |  | | |
| Objetivo del evento: |  | | |
|  |  | | |
| Lugar y fecha: |  | | |
| Hora de inicio: |  | Hora de término: |  |

|  |
| --- |
| Narrativa de desarrollo del evento |
| Desarrollo del evento |
|  |
| Cierre del evento |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Compromisos  (Llenar en caso de existir los mismos) | | | | | | |
| No | Compromiso | | Responsable | Fecha compromiso | | |
|  | |  | | |  |
|
|
|

| Lista de Asistencia | | |
| --- | --- | --- |
| No | Nombre | Firma o huella |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |
| 18 |  |  |
| 19 |  |  |
| 20 |  |  |

*(De ser necesario es posible incrementar el número de filas)*

|  |  |  |
| --- | --- | --- |
| Nombre y firma del enlace |  |  |