WEEK 1

WEEK 2

WEEK 3

WEEK 4

WEEK 5

WEEK 6

**BRAINSTORMING & BUDGETING**

Event purpose, number of people, main resources, fill budget planing sheet.

**SCHEDULING & PERMITS**

Room reservations, call reservation office to confirm dates,reservations for performers, schedule security, handle permits.

**ADVERTISING**

Postering, E-mailing, chalking. Lorem ipsum dolor sit amet, consectetuer adipiscing elit.

**SHOPPING**

Silverware, platos, napkins, cups, decorations, cashbox, performers specific items.

**WEEK PRIOR**

Make calls and secure all details, check permits, final checks with performers, tasks for volunteers.

**DAY OF EVENT**

Pickup performers, arrive early to check set-up, greet guests.

**AFTER THE EVENT**

Pay bills, send thank you notes to performers and volunteers.

EVENT PROJECT PLAN

**EVENT NAME GOES HERE**

**27-29 July 2020**

**GREAT WHITE HALL**

**1031 Skips Lane, Accra, Ghana**

**EVENT INTRODUCTION**

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