PLEASE FILL THIS OUT FOR YOUR EVENT OR APPOINTMENT

WOULD YOU LIKE TO SET UP AN EVENT?

YES	NO

PLEASE ENTER DATE FOR EVENT

"ENTER IN DAY/MONTH/YEAR"

PLEASE ENTER TIME FOR EVENT

"ENTER TIME IN RESPECT TO PM AND AM"

PLEASE ENTER TIME FRAME OF EVENT

"ENTER TIME" — "ENTER TIME"

ENTER DESCRIPTION OF THE EVENT

"ENTER DESCRIPTION OF THE EVENT"

WOULD YOU LIKE A REMINDER BEFORE THE EVENT?

YES	NO

IF SO WHAT TIME AND DAY?

"ENTER TIME IN RESPECT TO PM AND AM"   "ENTER IN DAY/MONTH/YEAR"

RECORD EVENT