EVENT PLANNING WORKSHEET

SEQ. ACTIVITY DESCRIPTION

DUE

Contact Entertainment		
Itemize Budget Expenditures		
Prepare ASRCC Requisitions in Advance for Supplies, Awa Speaker Fees, Etc., and SubmiAtoxiliary Business Services	rds,	
Publicity		
Public Information Office		
Flyers(CommunicatiorOffice)		
Posters		

GraphicsDepartment

Cash Box	
Confirm with all Departments (at least 3 days prior)	
Evaluate and Critique	