

Event Planning Checklist

6 Weeks to a Month Ahead		Date	Person(s) Responsible
3 Weeks in Advance		Date	Person(s) Responsible
1 Week in Advance		Date	Person(s) Responsible
Day of Event		Date	Person(s) Responsible
After Event		Date	Person(s) Responsible
1 to 2 Weeks After Event		Date	Person(s) Responsible