THE PERFECT EVENT

Event Name: 
Date/Time of Event: 
Brief Description: 
Number of People Expected
Location:
Point Person: (contact information)

STRATEGIC PLAN

Goals for Event:

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Pre-Planning To Do’s:

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☐ Copies of plan provided to appropriate people (ie: Club Sponsor, College Master, Student Activities)

Event Timeline

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☐ Evaluation and Documentation
<table>
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<tr>
<th>THE PERFECT EVENT</th>
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<tbody>
<tr>
<td><em>Risks that may occur</em></td>
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<tr>
<td>PHYSICAL</td>
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<td>EMOTIONAL</td>
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<td>REPUTATIONAL</td>
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<td>TIMING</td>
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