Meet Your Neighbours toolkit Event Plan



Event name:		
Event date:		
Start time:	Finish time:	
Venue		
Food and drinks		
Food and drinks		
Equipment, supplies a	nd resources	
Activities and entertain	nment	
Duomodian		
Promotion		

Preparation

Things to do before the event

To-Do	Who is responsible

On the event day

Tasks & Runsheet

Time	To-Do	Who is responsible