



# Concord Assembly No. 53, IORG

## Event/Activity Planning Form

<b>Activity</b>	
<b>Purpose</b>	
<b>Who's in charge?</b>	Girl _____ Adult _____
<b>Date</b>	
<b>Time</b>	Start: _____ End: _____
<b>Place</b>	
<b>Who's invited/ needed</b>	
<b>How will they know about it?</b>	
<b>Dress Code</b>	
<b>Money needed by girls</b>	
<b>Anticipated Assembly expenses</b>	
<b>Transportation</b>	Type of Transportation:  Pick Up Location _____ Time: _____ Drop Off Location _____ Time: _____
<b>Directions</b>	

*Continued on reverse side*

## Event/Activity Planning Form, Continued

<b>What needs to be done?</b>  (Before, During and After)	<u>Activity</u>	<u>When</u>	<u>By Whom</u>
<b>What supplies are needed?</b>	<u>Item</u>	<u>Supplied By</u>	
<b>Adult chaperones/ drivers</b>	1. _____ 2. _____ 3. _____ 4. _____ 5. _____	6. _____ 7. _____ 8. _____ 9. _____ 10. _____	
<b>Girls attending</b>	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	11. _____ 12. _____ 13. _____ 14. _____ 15. _____ 16. _____ 17. _____ 18. _____ 19. _____ 20. _____	