TSRC EVENT PLANNER (Short Version)

EVENT _____ **DATE** _____

LOCATION _____ **TIME** _____

TEAM _____ **TEAM LEADER** _____

COORDINATOR _____ **BUDGET** _____

Activity	Yes	No	Responsible Person	Deadline	Est. Cost
NOTIFY: Parish Secretary Rector					
PUBLICITY: Bulletin Rocket					
LOCATION: Church Office Rooms Other					
MAY ALSO BE NEEDED:					
Sound Tech					
Food					
Decoration					
CLEAN UP					