****

Hand this out to your event volunteers/executives to refer to during your event.

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| --- | --- |
| **Date:** |  |
| **Event:** |  |
| **Event Contact:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task  (What needs to happen) | **Time**  (When it will happen) | **Responsibility**  (Who will make it happen) | **Resources**  (What, if any, support is needed) |
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