|  |  |  |
| --- | --- | --- |
|  | Meeting room reservation made or offsite location confirmed (date): | |
|  | Presenter(s) contract return date and method | |
|  | Event entered in meeting room book, personal calendar, online calendar | |
|  | Books/materials to use: | |
|  | Activities | |
|  | PR created and emailed in jpg. Name of person creating: | |
|  | FB, Twitter & website posts scheduled for: |  |
|  | Other Social Media posts (type and date): |  |
|  | Supplies needed: | |
|  | Supplies needed by date: |  |
|  | Supplies ordered or put on shopping list | |
|  | Invoice for presenter(s) submitted on |  |
|  | Room set up date/time |  |
|  | Room cleaned up | |

Attach any supporting information and copy of a contract or confirmation email if applicable.