# <\* Title of Event \*>

## Date and Time

<\* Weekday, Date – Start Time – End Time \*>

## Location

<\* Location of the event (even if off site, or in the Parking Lot on Campus, etc. \*>

## Ticket Price

<\* Ticket price per person (if a ticketed event) \*>

## Goal

<\* Targeted quantity of people, specify if Families, Men, Women, 18 and Older, etc.\*>

## Purpose

<\* What is the overall vision of the event? What is the purpose of the event? Why have the event? What are the expected the outcomes. \*>

## Timeline

<\* Is there a timeline? Milestones to meet? T-shirt or other merchandise sales? Ticket Sales? Marketing plan? \*>

## Flow

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Duration** | **What** | **Who** |
| <\*Start – End \*> | <\* Total min \*> | <\* What is happening? *Opening Prayer, Guest Speaker, Announcements, etc.* \*> | <\* Who is the lead for this part of the flow?\*> |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

## Budget

<\* Include a Budget explanation, if needed.\*>

<\* Copy and paste the actual Budget filled in from the Budget Template. \*>