|  |  |
| --- | --- |
| /Users/phildaytoday/Documents/SLPC logo/SLPC Rebrand 2014/AAA Final Logo/Logo Mark/PNG Large/slpc_logo_mark_full.png |  |
| Program Name Event Program Planning Sheet | Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ |

|  |  |
| --- | --- |
|  Program Name: |  |
| Date(s) of Program (s): |  |
| Point Person(s) from YLC: |  |
| Contact for Point Person: |  |
| Other People involved:  | (i.e. other groups, committees, etc)  |

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Who to do? | Supplies? | Date to be completed by? |
| Reserved on SLPC Calendar | talk to Pam |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Notes from outline above:**

**Shopping/Supply List:**

**The Key People for the day of are:**

**Schedule of Event or Program:**

**Room Set up (diagram):**