1. EVENT TITLE:

☐ Purpose:
☐ Individual Goal:
☐ Team Goal:
☐ Attendee Goals:
☐ Learning Outcomes:
☐ Other:

2. LOGISTICS

☐ Location:
☐ Date:
☐ Time:
☐ Room Reserved:
☐ Any IT or Plant Requests:
☐ Supplies Needed:

3. GATHERING SUPPLIES

☐ Funds Needed:
☐ Shopping List:
☐ Supplies Ordered:
☐ Other:

4. WRAP UP

☐ Leftover Supplies:
☐ Debrief:
☐ Would Do Again:
☐ Would Do Differently:
☐ Other Thoughts: