**(Event Name) with (Chapter Name) & (Chapter Name)**

**Date and Time**

**Planned By**: Names

**Goal**:

Dear Planners,   
Thank you for signing up to plan this event! (S’gan/S’ganit name) and I are really excited to work with you! As your (S’gan/S’ganit), I am here to help you and be a resource to you throughout this whole process. I would like there to be a theme done by (day and time), and brainstormed programs done by (day and time). I want the entire event to be done by (date and time).   
  
Planning events should be fun, not a burden, so if you have any questions or need any help at all, please contact me!  
  
S’gan/S’ganit Email:   
S’gan/S’ganit Cell:  
Planner’s Email:  
Planner’s Cell:  
  
Materials:  
Cost:  
Staff:  
Location:  
  
**Quick Look:**  
6-6:30: Mixer  
6:30-7:30: Program 1  
7:30-8:15: Dinner  
8:15-8:45: Havdallah/Cheers  
8:45-9:15: Program 2  
9:15-9:45: Program 3  
9:45-10:00: Program 4  
  
**Schedule**  
**6-6:30: Mixer**  
  
**6:30-7:30: Program 1**  
Here is where you’ll describe  
  
**7:30-8:15: Dinner**  
What kind of food will you be eating?   
  
**8:15-8:45: Havdallah/Cheers**   
Any specifics?   
  
**8:45-9:15: Program 2**  
Details about what will be happening during this program!  
  
**9:15-9:45: Program 3**  
Details about what will be happening during this program!  
  
**9:45-10:00: Program 4**  
Details about what will be happening during this program!