**(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!