

Event Planning Worksheet

Event Name:	Youth Festival	Event Organizer:	Jacobs
Event Start Date:	20-04-2019	Contact No.:	+036547892
Event Time:	10:00AM	Email ID:	jacobs@email.com

Name of the Event	Time	Date	Venue	Details
Registration	8:00AM	20-05-2019	Entry Gate No - 3	Registrations for Event Entry 25
Education Seminar	10:00AM	20-05-2019	Seminar Hall	Education seminar by Williams
Council Meeting	12:00PM	20-05-2019	Room No - 5, 5 th floor	Student Teacher Council Meeting
Live Music	2:00PM	20-05-2019	Auditorium	Live Music by Rockez Band
Speech by President	6:00PM	20-05-2019	Auditorium	Speech by President(Mr. Robert)
Lunch	12:30PM	20-05-2019	Ground Premises	Lunch Conducted by Event organization

