Event Name

* Day:
* Date:
* Time:
* Address:
* Eastbrook Budget:
* Sponsor:
* Sponsor Budget:
* Food & Drinks By:
* Do you need?
  + Event Photographer:
  + Tent:
  + Games:
* How Many Postcards:
  + Drop Date:
* SS Eblast Plan
  + Save the Date – Sent on (One Month Out)
  + You’re Invited – Sent on (Two Weeks Out)
  + We Hope to See You – Sent on (Week Of)
* Social Media Plan
  + Save the Date – Share on (One Month Out)
  + You’re Invited – Share on (Two Weeks Out)
  + We Hope to See You – Share on (Week Of)
* Signage
  + Date Installed:
  + Size:
  + Style:
  + Location:
* Theme/Details: