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:
	+
	+
	+
	+
	+