

Event Checklist

(Approximately how much of what will be needed to make the event possible)

| Food & Drinks | Total Cost |
|---------------|------------|
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| Entertainment | Total Cost |
|---------------|------------|
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| Supplies and Decorations | Total Cost |
|--------------------------|------------|
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| Equipment/Rentals/Services | Total Cost |
|----------------------------|------------|
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| Other | Total Cost |
|-------|------------|
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Updated August 14, 2013

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