**Programs, Retreats, Special Events Planning Tool**

**My PWOC’s Annual Theme:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Theme Scripture:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Event Overview |  |
| Event Date(s) and Time: |  |
| Event Objective: |  |
| Location/Venue: |  |
| Budget: |  |
| Event Theme: |  |
| Supporting Scripture: |  |
| Speaker & Topic: |  |
| Food/Catering: |  |
| Music: |  |
|  |  |
|  |  |

**Board members I need to connect with:**

**Notes:**

|  |  |  |
| --- | --- | --- |
| Budget Items | Amount | $ Request Submitted  |
|  Venue: |  |  |
| Speaker Honorarium/Gift: |  |  |
| Food/Refreshments: |  |  |
| Décor:  |  |  |
| Craft/Project supplies: |  |  |
| Favors/Swag: |  |  |
|  Advertisement: |  |  |
| Childcare: |  |  |
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| --- | --- |
| Key Responsibility | Who will take the lead? |
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