

# Program Planning Sheet

**Program Name:** \_\_\_\_\_ **Program Date:** \_\_\_\_\_  
**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
**USY'ers running the event:** \_\_\_\_\_

**Description of the event (think creatively, but realistically):**

**Co-sponsorship or other chapters involved**

Name	Phone/Email	Organization/Chapter	Notes

**Publicity:**

- Phone Calls
- Email
- Newspaper
- Flyers
- E-vites
- Other

**Budget**

Food	\$
Publicity	\$
Materials	\$
Cost P.P	\$
Other	\$

**Program To Do List (include set up, activities, and clean up)**

Task	Person Responsible	Report to Whom	Deadline

**Notes:**