

# Temple Missionary Baptist Church

## Event Planner

Event Task List

Page 1 Of \_\_\_\_\_

Event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

List each task that is required and to whom the task is assign to in order for this event to be successfully completed.

Task to be completed

Date to be completed by

A. \_\_\_\_\_

\_\_\_\_\_

B. \_\_\_\_\_

\_\_\_\_\_

C. \_\_\_\_\_

\_\_\_\_\_

D. \_\_\_\_\_

\_\_\_\_\_

E. \_\_\_\_\_

\_\_\_\_\_

F. \_\_\_\_\_

\_\_\_\_\_

G. \_\_\_\_\_

\_\_\_\_\_

H. \_\_\_\_\_

\_\_\_\_\_

I. \_\_\_\_\_

\_\_\_\_\_

J. \_\_\_\_\_

\_\_\_\_\_

K. \_\_\_\_\_

\_\_\_\_\_

L. \_\_\_\_\_

\_\_\_\_\_

M. \_\_\_\_\_

\_\_\_\_\_

N. \_\_\_\_\_

\_\_\_\_\_

O. \_\_\_\_\_

\_\_\_\_\_

P. \_\_\_\_\_

\_\_\_\_\_

# Temple Missionary Baptist Church

## Event Planner

Committee Assignment Sheet

Page \_\_\_\_ Of \_\_\_\_

Event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Committee: \_\_\_\_\_ Committee Chair: \_\_\_\_\_

List each task that is assigned to this committee, date to be completed, and to whom the task is assign to in order for this event to be successfully completed.

<u>Task</u>	<u>To whom task is assigned</u>	<u>Due Date</u>
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____
D. _____	_____	_____
E. _____	_____	_____
F. _____	_____	_____
G. _____	_____	_____

List each task that was assigned to this committee, and the date it was successfully completed.

<u>Task</u>	<u>To whom task was assigned</u>	<u>Date Completed</u>
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____
D. _____	_____	_____
E. _____	_____	_____
F. _____	_____	_____
G. _____	_____	_____